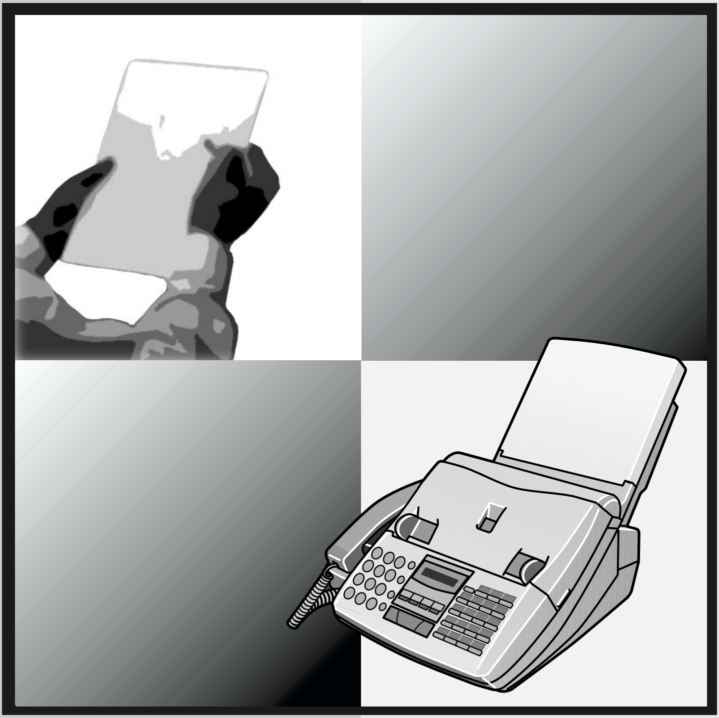
SHARP

香港電器安全規格
（國際電工委員會規格適合）

MODEL 型號

FO-1530



FACSIMILE

OPERATION MANUAL

傳真機

操作手冊

1. Installation
2. Sending Documents
3. Receiving Documents
4. Making Copies
5. Making Telephone Calls
6. Answering Machine Hookup
7. Special Functions
8. Printing Lists
9. Maintenance
10. Troubleshooting

1. 安裝
2. 傳送文件
3. 接收文件
4. 複印
5. 撥打電話
6. 連接電話答錄機
7. 特殊功能
8. 打印清單
9. 維護
10. 故障排除

Quick Reference Guide

Entering Your Name and Number

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 # #

   Display shows: OWN NUMBER SET

2. Press: START

3. Enter your fax number (max. of 20 digits) by pressing the number keys.

- To insert a space between digits, press the # key.
- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4. Press: START

5. Enter your name by pressing the appropriate number keys as shown below.

- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

SPACE =	1 1	J =	5 5	T =	8 8
A =	2 2	K =	5 5 5	U =	8 8 8
B =	2 2 2	L =	5 5 5 5	V =	8 8 8 8
C =	2 2 2 2	M =	6 6	W =	9 9
D =	3 3	N =	6 6 6	X =	9 9 9
E =	3 3 3	O =	6 6 6 6	Y =	9 9 9 9
F =	3 3 3 3	P =	7 7	Z =	9 9 9 9 9
G =	4 4	Q =	7 7 7	*move* → =	SPEAKER
H =	4 4 4	R =	7 7 7 7	*move* ← =	HOLD/SEARCH
I =	4 4 4 4	S =	7 7 7 7 7		

- To change case, press the **REDIAL** key. Press # or * to scroll through symbols and special characters.

6. When finished, press: START STOP

Setting the Date and Time

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 * * *

   Display shows: DATE & TIME SET

2. Press: START

3. Enter two digits for the day (01 to 31).

4. Enter two digits for the month (01 to 12).

5. Enter four digits for the year (Ex: 2001)

6. Enter two digits for the hour (00 to 23) and two digits for the minute (00 to 59).

7. When finished, press: START STOP

Storing and Clearing Auto Dial Numbers

Note: Imaging film and paper must be loaded to perform the following operation.

1. Press: FUNCTION 3 #

   Display shows: FAX/TEL # MODE

2. Press **1** to store a number or **2** to clear a number.

3. Enter a 2-digit number (from "01" to "99") by pressing the number keys. This will be the Speed Dial number. (If you are clearing a number, go to Step 7.)

4. Enter the full fax/telephone number.

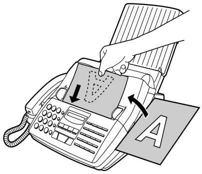
5. Press: START

6. Enter the name of the location by pressing number keys. (Refer to the letter entry table in *Entering Your Name and Number*.)

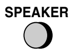
7. Press: START STOP

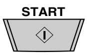
Sending Faxes

Place your document (up to 20 pages) face down in the document feeder.



Normal Dialing

1. Lift the handset or press 

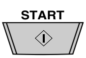
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press: 

Rapid Key Dialing

Press the appropriate Rapid Key (if the Rapid Key is from 20 to 38, press the **SHIFT** key first).
Transmission will begin automatically.

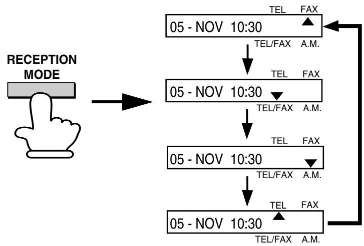
Speed Dialing

1. Press: 

2. Enter the 2-digit Speed Dial number.
3. Press: 

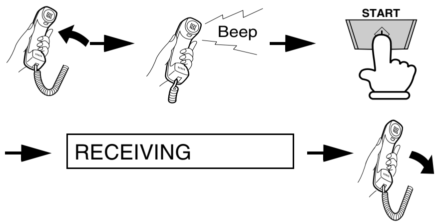
Receiving Faxes

Press the **RECEPTION MODE** key until the arrow in the display point to the desired reception mode.



FAX mode: The fax machine automatically answers on two rings and receives the incoming document.

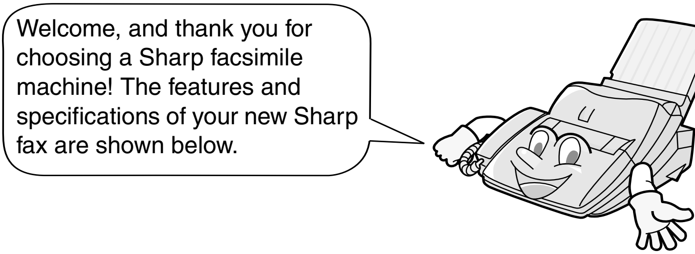
TEL mode:



TEL/FAX mode: This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax.

A.M. mode: Select this mode when an answering machine is connected to the fax and the answering machine is turned on.

Introduction



Automatic dialling	Rapid Key Dialling: 38 numbers Speed Dialling: 61 numbers
Imaging film	**Initial starter roll** (included with machine): Approx. 60 A4 size pages **Replacement roll**: **FO-15CR** (One roll yields approx. 500 A4 size pages)
Memory size*	512 KB (approx. 30 average pages with ECM function off)
Modem speed	14,400 bps with Automatic Fall back to 2,400 bps.
Transmission time*	Approx. 6 seconds
Resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Automatic document feeder	20 pages max.
Recording system	Thermal transfer recording
Halftone (grayscale)	64 levels
Display	7 x 5 dots, 1 line by 16-digit display

*Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Paper tray capacity	200 sheets
Compression scheme	MR, MH, MMR
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode
Input document size	**Automatic feeding:** Width: 148 to 216 mm Length: 128 to 297 mm **Manual feeding:** Width: 148 to 216 mm Length: 128 to 1000 mm
Effective scanning width	210 mm max.
Effective printing width	204 mm average
Contrast control	Automatic/Dark selectable
Reception modes	TEL/FAX, TEL, FAX, A.M. (Note: A.M. mode is for connecting an answering machine)
Copy function	Single/Multi/Sort (99 copies/page)
Telephone function	Yes (cannot be used if power fails)
Power requirements	220-240 V AC, 50/60 Hz
Operating temperature	5 - 35°C
Humidity	Maximum: 80% RH
Power consumption	Standby: 2.6 W Maximum: 115 W
Dimensions	Width: 365 mm Depth: 482 mm (with attachments) Height: 270 mm (with attachments)
Weight	Approx. 4.8 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power lead is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power lead, and do not install the machine where people may walk on the power lead.

This machine must only be connected to a 220-240 V, 50/60 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

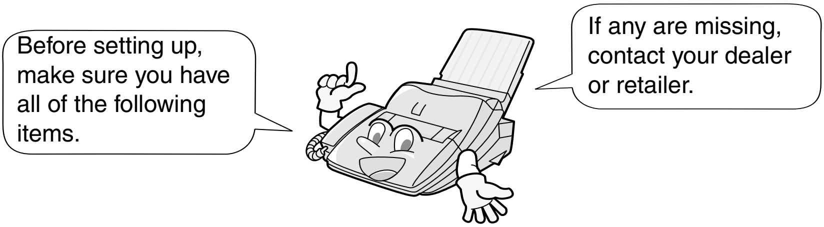
Important:

- ♦ This facsimile machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ♦ This facsimile machine is not compatible with digital telephone systems.

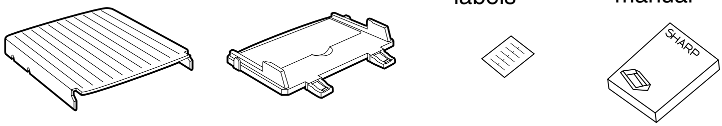
Table of Contents

1. Installation

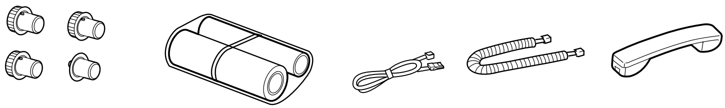
Unpacking Checklist



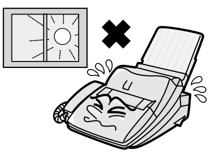
Paper tray cover | Paper tray | Rapid key labels | Operation manual



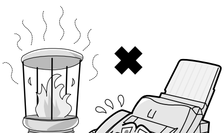
3 gears and 1 flange | Sample imaging film | Telephone line cord | Handset lead | Handset



Points to keep in mind when setting up



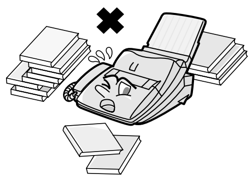
Do not place the machine in direct sunlight.



Do not place the machine near heaters or air conditioners.



Keep dust away from the machine.

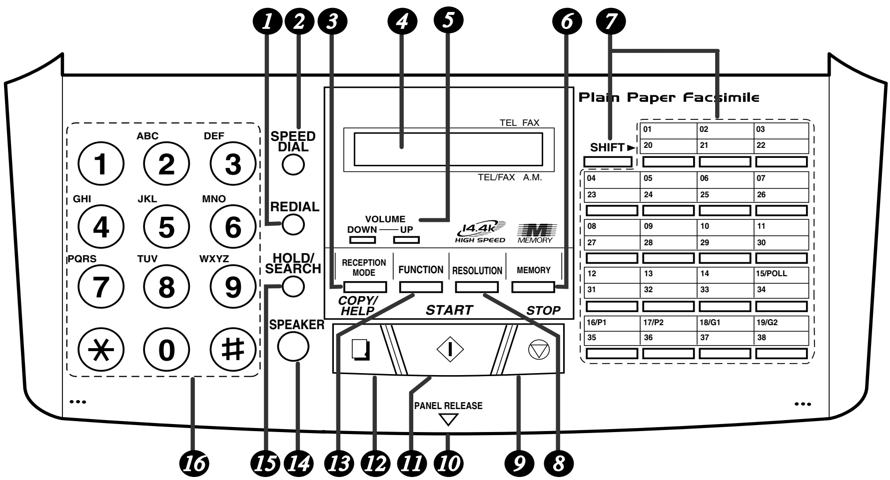


Keep the area around the machine clear.

About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

A Look at the Operation Panel



1 **REDIAL key**
Press this key to automatically redial the last number dialed.

2 **SPEED DIAL key**
Press this key to dial a fax or voice number using an abbreviated 2-digit Speed Dial number.

3 **RECEPTION MODE key**
Press this key to select the mode of reception.

4 **Display**
This displays messages and prompts during operation and programming.

5 **VOLUME key**
Press this key to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

6 **MEMORY key**
Press this key to scan a document into memory before transmitting it.

7 **Rapid Dial Keys**
Press one of these keys to dial a fax number automatically. To dial the bottom number on a Rapid key, press the **SHIFT key** before pressing the Rapid key.

8 **RESOLUTION key**
Press this key to adjust the resolution for faxing or copying.

9 **STOP key**
Press this key to cancel an operation before it is completed.

10 **Panel release**
Grasp this finger hold and pull toward you to open the operation panel.

11 **START key**
Press this key to begin transmission when using Speed Dialling, Direct Keypad Dialling, or Normal Dialling.

12 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of your fax machine.

13 **FUNCTION key**
Press this key to select various special functions.

14 **SPEAKER key**
Press this key to listen to the line and fax tones through the speaker when faxing a document.
Note: **This is not a speakerphone.** You must pick up the handset to talk with the other party.

15 **HOLD/SEARCH key**
Press this key to search for an auto-dial number, or, during a phone conversation, press this key to put the other party on hold.

16 **Number keys**
Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.

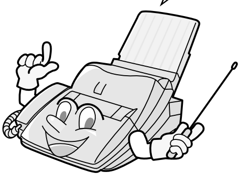
Connections

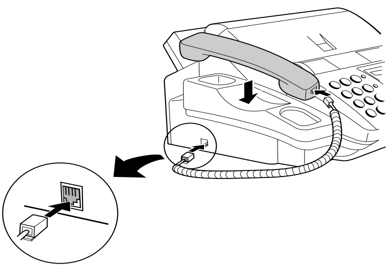
Connecting the Handset

Connect the handset as shown and place it on the handset rest.

♦ The ends of the handset lead are identical, so they will go into either socket.

Make sure the handset lead goes into the unmarked socket on the side of the machine!





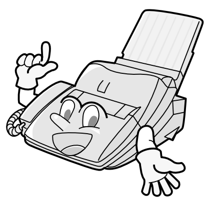
Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

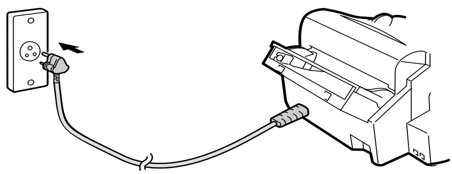
Connecting the power lead

Plug the power lead into a 220-240 V, 50/60 Hz, earthed AC (3-prong) outlet.

Caution!
Do not plug the power lead into any other kind of outlet. This will damage the machine and is not covered under the warranty.

The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power lead.

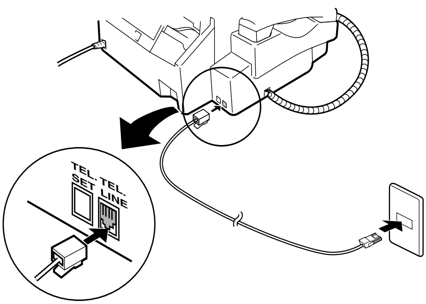




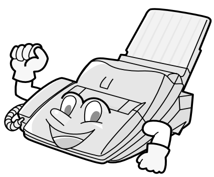
Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a standard single-line wall telephone socket.



Be sure to insert the line into the **TEL. LINE** socket. **Do not** insert it into the **TEL. SET** socket.



About the dial mode:
The fax machine is set for tone dialling. If you are on a pulse dial line, you must set the fax machine for pulse dialling. Press the keys on the operation panel as follows:

1 Press these keys:

FUNCTION → 4 → #

DIAL MODE

Press 9 times

2 Press **1** to select tone dialling, or **2** to select pulse dialling.

TONE PULSE

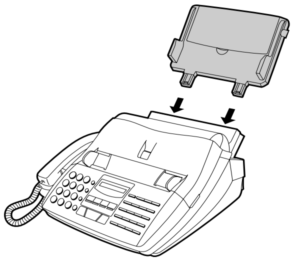
1 or 2

3 Press the **STOP** key to return to the date and time display.

STOP

Attachments

Insert the paper tray into the back of the fax as shown.

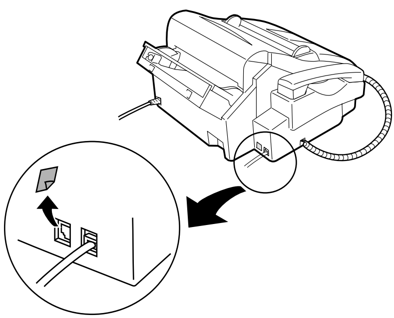


Extension phone (optional)

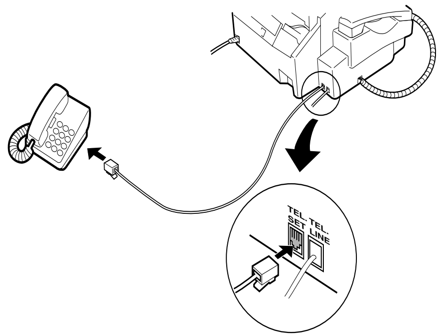
If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

♦ To connect an answering machine to your fax, see Chapter 6, *Answering Machine Hookup* (page 58).

1 Remove the seal covering the **TEL. SET** socket.



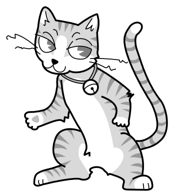
2 Connect the extension phone line to the **TEL. SET** socket.



Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

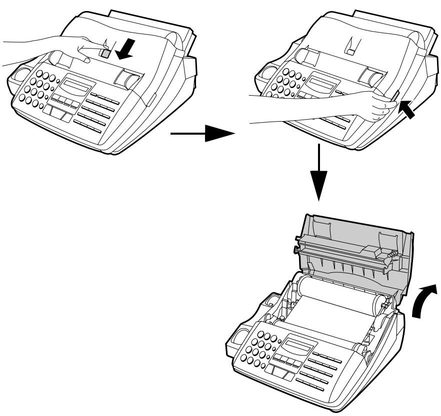
The initial starter roll of imaging film included with your fax can print about 60 A4-size pages.



When replacing the film, use a roll of Sharp UX-15CR imaging film. One roll can print about 500 A4-size pages.

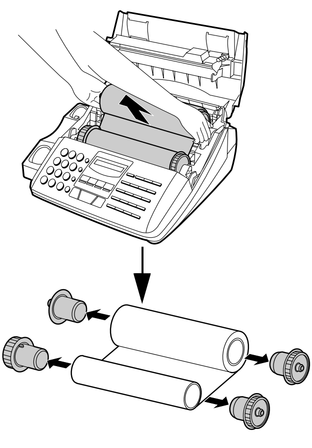


1 Press the release marked **OPEN** and open the print compartment cover.



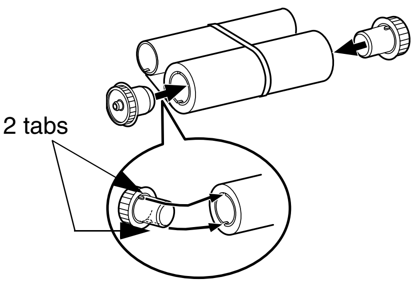
Caution!
The printing head (the strip of metal on the underside of the cover) applies heat to the printing film. It may be hot if a document has just been printed.

2 If you are replacing the imaging film, take the old film out of the printing compartment and remove the three (3) green gears and the green flange from the ends of the spools.
DO NOT DISCARD THE GREEN GEARS AND THE GREEN FLANGE!

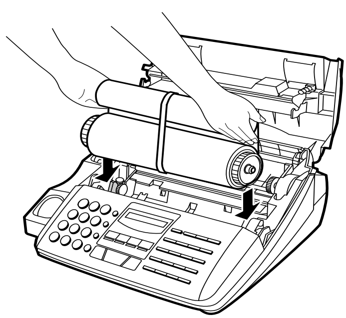


3 Take the new film out of its package, and insert two of the gears provided with the fax into the ends of the spool with film. Make sure that the two tabs on the gears fit properly into the slots in the ends of the spool.

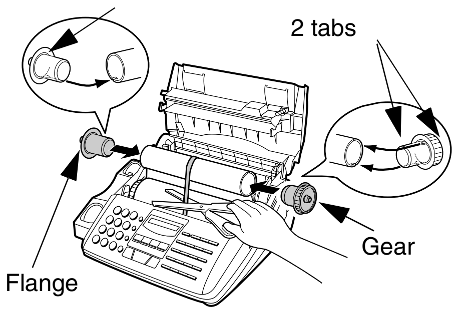
- Do not yet remove the band which holds the spools together.



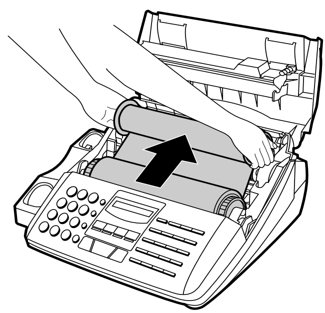
4 Hold the empty spool so that the end with only one slot is on the left, and lower the spools into the front of the printing compartment. The gears in the ends of the spool with film should fit into the slots on each side of the printing compartment.



5 Cut the band which holds the spools together with scissors, and remove it. Insert the remaining gear into the right end of the empty spool and the flange into the left end of the empty spool. Make sure the tabs on the gear and the flange fit into the slots in the ends of the spool (the gear has two tabs and the flange has one tab).

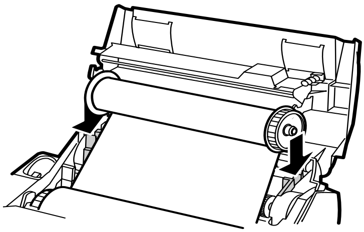


6 Pull the empty spool toward the back of the compartment, unwinding the film as you pull.

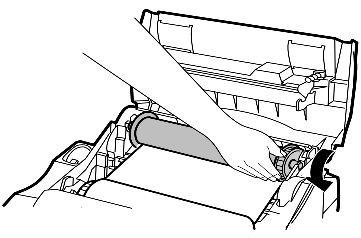


7 Insert the empty spool into the back of the compartment so that the gear and the flange fit into the slots on the sides of the compartment.

- Make sure that the gear engages with the gear below it.

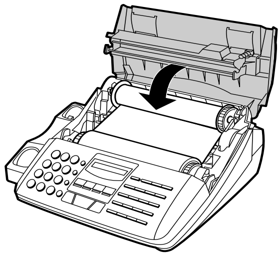


8 Wind the film slightly (rotate the gear on the right side of the empty spool) so that there is no slack in the film. Make sure that both edges of the film wind onto the spool evenly.



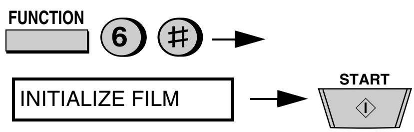
9 Close the print compartment cover, making sure it clicks into place.

Caution!
Close the cover slowly to make sure it doesn't pinch your fingers.



10 Load paper in the paper tray and then press the following keys to initialize the film.

Note: Paper must be loaded before the film can be initialized. To load paper, see *Loading the Printing Paper*.



When to replace the imaging film

Replace the imaging film when the display shows:

FILM END

Use the following imaging film, which is available from your dealer or retailer:

Sharp FO-15CR Imaging Film

Caution!
The text of documents printed with the imaging film is visible on the used film. If confidential information has been printed, dispose of the film appropriately.

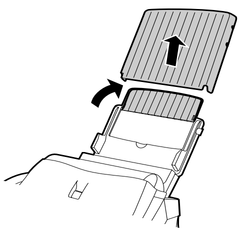
Loading Printing Paper

The paper tray holds the paper on which received documents and copies are printed. Up to 200 sheets of A4 size paper from 60 to 75 g/m^2 can be loaded in the tray. Less sheets can be loaded when using heavier paper. The maximum allowed paper weight is 90 g/m^2.

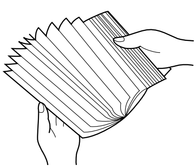
Note: When receiving or copying documents, do not allow more than 100 pages to collect in the received document outlet. Otherwise, the outlet may become obstructed, causing paper jams.

Caution!
Do not use the blank side of paper that has already been printed on.

1 Remove the paper cover if it is on the paper tray.

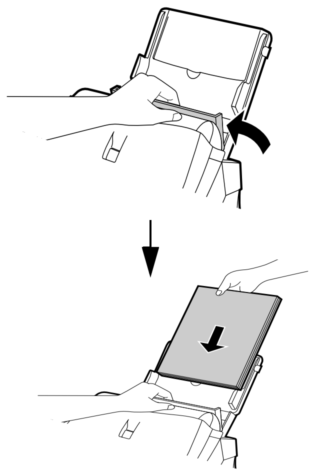


2 Fan the paper, and then tap the edge against a flat surface to even the stack.



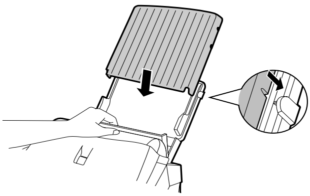
3 Pull the paper release plate toward you and insert the stack of paper into the tray, print side down.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper before adding the new paper.



4 Replace the paper cover on the paper tray.

Important: Be sure to replace the paper cover before you put back the paper release plate down.



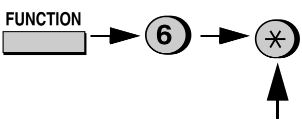
Note: If the display shows the following alternating messages when making a copy or receiving a fax, check the paper tray. If the tray is empty, add paper and then press the **START** key. If there is paper, make sure it is inserted correctly and then press the **START** key.

SET PAPER &

↓↑

PRESS START KEY

5 Your fax has been set at the factory to print at normal contrast. Depending on the type of paper you have loaded, you may find that you obtain better print quality by changing the setting to LIGHT. Press these keys:

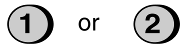


PRINT CONTRAST

Press twice

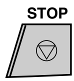
Press **1** to select NORMAL or 2 to select LIGHT.

NORMAL LIGHT



COPY CUT-OFF

Press the **STOP** key to return to the date and time display.



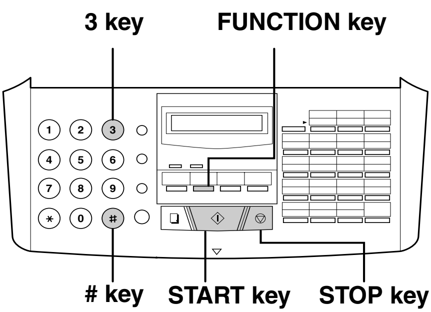
Entering Your Name and Fax Number

Before you can begin using your fax, you must enter your name and fax (telephone) number. You also need to set the date and time.



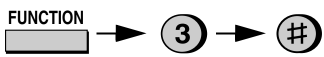
Once you enter this information, it will automatically appear at the top of each fax page you send.





Note: The imaging film and printing paper must be loaded before your name and fax number can be entered.

1 Press these keys:

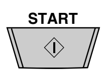


The display will show:

OWN NUMBER SET

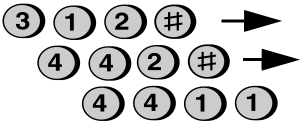
Press twice

2 Press the **START** key.



ENTER FAX #

3 Enter your fax number by pressing the number keys (max. of 20 digits).

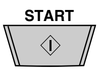


(Example)

- To insert a space between digits, press the # key.To insert a "+", press the ✱ key.

- If you make a mistake, press the **SPEED DIAL** key to backspace and clear the mistake.

4 Press the **START** key to enter the fax number in memory.

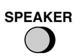


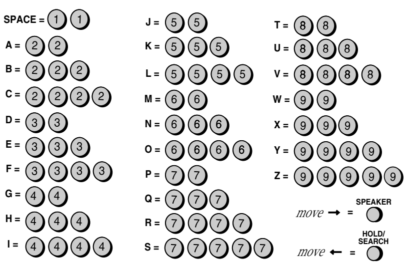
The display will show:

ENTER YOUR NAME

5 Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

Example:
SHARP = 77777 444 22 7777 77





- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.
(The **SPEAKER** key moves the cursor forward, and the **HOLD/SEARCH** key moves the cursor backward.)

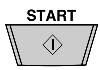
- To clear a mistake, press the **SPEED DIAL** key.

- To change case, press the **REDIAL** key.

- To enter one of the following symbols, press the # key or the ✱ key repeatedly:
. / ! " # $ % & ’ ( ) * + , - : ; < = > ?
@ [¥] ^ _ ' { | } → ←

Cursor: A dark square mark in the display that indicates where a number or letter will be entered.

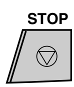
6 Press the **START** key.



The display will show:

SECURITY SELECT

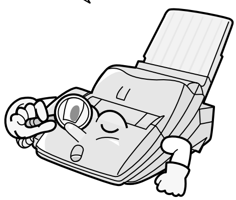
7 Press the **STOP** key to return to the date and time display.

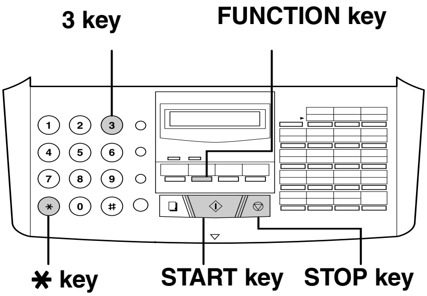


Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax.

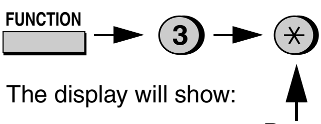
Set the date and time by pressing the keys on the operation panel as shown below.





Note: The imaging film and printing paper must be loaded before the date and time can be set.

1 Press these keys:

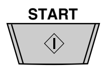


Press 3 times

The display will show:

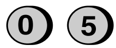
DATE & TIME SET

2 Press the **START** key.



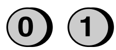
- The currently set date will appear in the display.

3 Enter a two-digit number for the day (“01” to “31”).



Example: the 5th

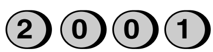
4 Enter a two-digit number for the month (“01” for January, “02” for February, “12” for December, etc.).



Example: January

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake and then enter the correct number.

5 Enter the year (four digits).



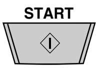
Example: 2001

6 Enter a two-digit number for the hour (“00” to “23”) and a two-digit number for the minute (“00” to “59”).



Example: 9:25

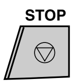
7 Press the **START** key to start the clock.



The display will show:

STORE JUNK #

8 Press the **STOP** key to return to the date and time display.



Setting the Reception Mode

Your fax has four modes for receiving incoming calls and faxes:

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

FAX mode:
Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls on two rings and receive incoming faxes.

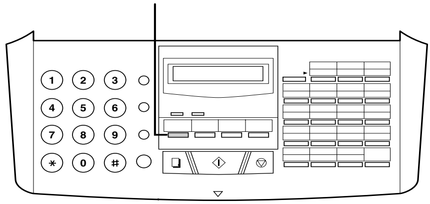
TEL/FAX mode:
This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled fax transmissions), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax transmission, reception will begin automatically.

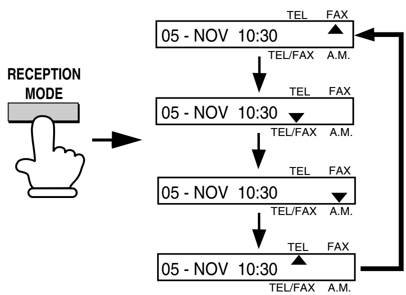
A.M. mode:
Use this mode only if you have connected an answering machine to the fax (see Chapter 6). Select this mode when you go out to receive voice messages in your answering machine and faxes on your fax machine.

Setting the reception mode

Press the **RECEPTION MODE** key until the arrow in the display points to the desired mode.

RECEPTION MODE key

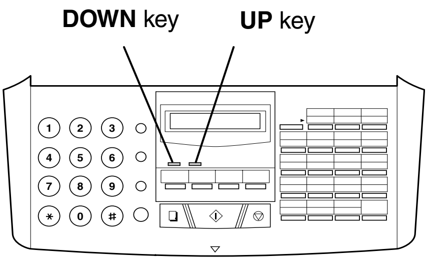




For more information on receiving faxes in TEL, FAX and TEL/FAX modes, see Chapter 3, *Receiving Documents* (page 43). For more information on using A.M. mode, see Chapter 6, *Answering Machine Hookup* (page 58).

Volume Adjustment

You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys.

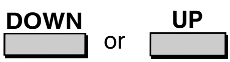


Speaker

1 Press the **SPEAKER** key.



2 Press the **UP** or **DOWN** key.



SPEAKER: HIGH

SPEAKER: MIDDLE

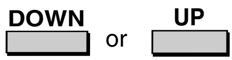
SPEAKER: LOW

3 When the display shows the desired volume level, press the **SPEAKER** key to turn off the speaker.



Ringer

1 Press the **UP** or **DOWN** key. (Make sure the **SPEAKER** key has not been pressed.)



RINGER: HIGH

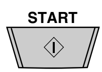
RINGER: MIDDLE

RINGER: LOW

RINGER: OFF OK ?

The ringer will ring once at the selected level, then the date and time will reappear in the display.

2 If you selected RINGER: OFF OK?, press the **START** key.



2. Sending Documents

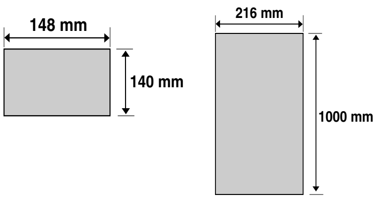
Transmittable Documents

Size and weight

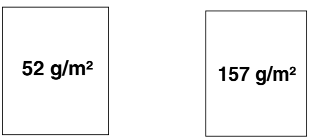
The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:

Minimum size   Maximum size

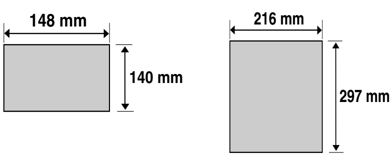


Minimum weight   Maximum weight

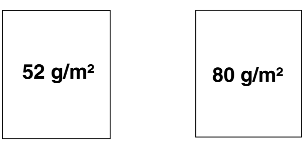


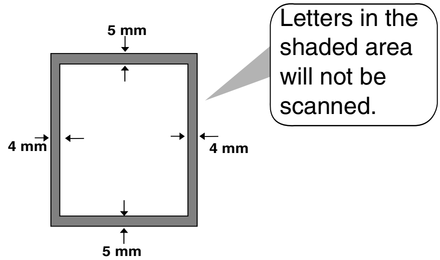
Loading several pages at once:

Minimum size   Maximum size



Minimum weight   Maximum weight





Note: Letters or graphics on the edges of a document will not be scanned.

Other restrictions

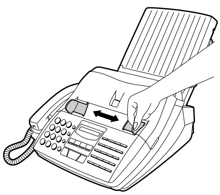
- ♦ The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- ♦ Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ♦ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- ♦ Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.
- ♦ If the leading edge of the document is bent or curves up, straighten it before placing the document in the feeder.

Loading the Document

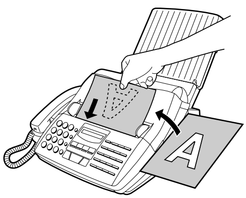
Up to 20 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- ♦ If you need to send or copy more than 20 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 Adjust the document guides to the width of your document.



2 Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.



- The feeder will draw the leading edge of the document into the machine. The display will show:

READY TO SEND

3 Adjust the resolution and/or contrast settings (if desired) as explained in *Resolution and Contraston* on page 30, then dial the receiving machine as explained in *Sending a Fax by Normal Dialling* on page 32.



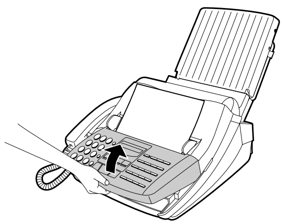
Removing a document from the feeder

If you need to remove a document from the feeder, open the operation panel.

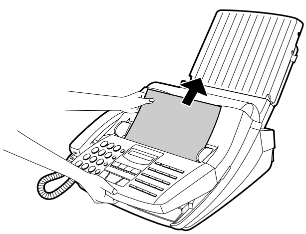


Important!
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

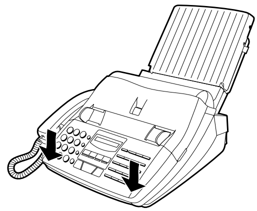
1 Grasp the finger hold and pull up to open the operation panel.



2 Remove the document.



3 Close the operation panel.



- Press down on both front corners of the panel to make sure it clicks into place.

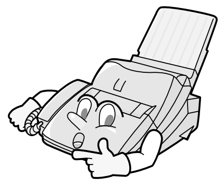
Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

The default resolution setting is STANDARD and the default contrast setting is AUTO.



You must adjust the settings each time you don't want to use the default settings.



Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

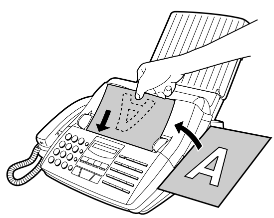
Resolution settings

STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

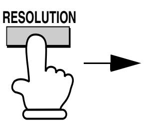
1 Load the document(s).



- The document must be loaded before the resolution and contrast can be adjusted.

2 Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



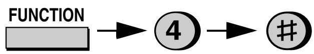
STANDARD :AUTO
↓
FINE :AUTO
↓
SUPER FINE :AUTO
↓
HALF TONE :AUTO
↓
STANDARD :DARK
↓
FINE :DARK
↓
SUPER FINE :DARK
↓
HALF TONE :DARK

Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

Changing the default resolution

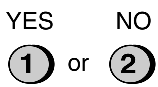
If desired, you can change the default resolution for faxing documents to FINE. Follow the steps below.

1 Press these keys:

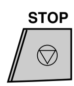


FINE PRIORITY

2 Press **1** (YES) to set the default resolution to FINE, or **2** (NO) to set it to STANDARD.



3 Press the **STOP** key to return to the date and time display.



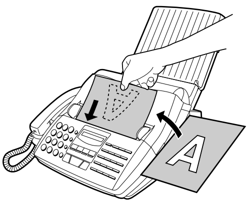
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial by pressing the number keys.

♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed the **SPEAKER** key, you must pick up the handset to talk.)

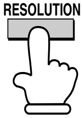
♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

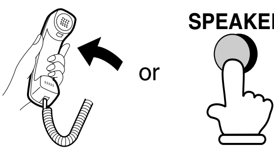


READY TO SEND

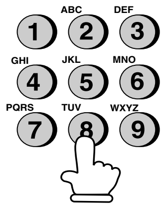
- Set the resolution and/or contrast if desired.



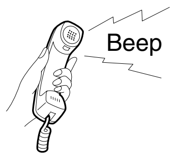
2 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



3 Dial the number of the receiving machine by pressing the number keys.

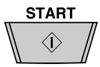


4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.



- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

5 When you hear the reception tone, press the **START** key. Replace the handset if you used it.



- When transmission is completed, the fax will beep once.

Using the REDIAL key

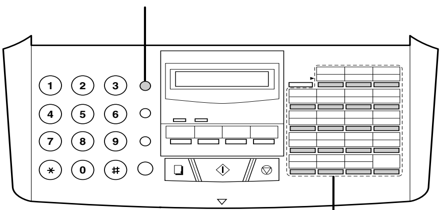
You can press the **REDIAL** key to redial the last number dialed. To send a document, press the **START** key when you hear the fax tone after the connection is established. Note that the speaker is automatically activated when you press the **REDIAL** key.

Sending a Fax by Automatic Dialling

You can dial a fax or telephone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a two-digit number.

- To use Automatic Dialling, you must first store the full fax or telephone number in your fax machine.
- When you store a fax or telephone number, you select a two-digit Speed Dial number for it. 99 Speed Dial numbers are available.

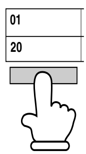
SPEED DIAL key



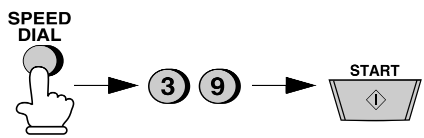
Rapid Keys

When you store a number in a Rapid Key, write the name of the party on the label.

Speed Dial numbers 01 through 38 are for Rapid Key (one-touch) Dialling.

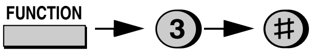


Speed Dial numbers 39 through 99 are for dialling with the **SPEED DIAL** key.



Storing fax and telephone numbers for Automatic Dialling

1 Press these keys:



FAX/TEL # MODE

1=SET,2=CLEAR

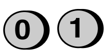
2 Press the **1** key to select SET.



FAX/TEL # SET

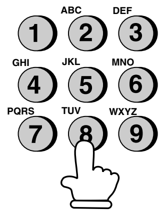
ENTER SPEED #

3 Enter a two-digit Speed Dial number by pressing the number keys (01 to 38 for Rapid Key Dialling, 39 to 99 for Speed Dialling).



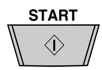
(Example)

4 Enter the fax or voice number by pressing the number keys.
(Note: A space cannot be entered.)



- To clear a mistake, press the **SPEED DIAL** key.
- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key (two seconds per pause). The pause will appear as a hyphen. Several pauses can be entered in a row.

5 Press the **START** key.



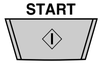
6 Enter the name of the party by pressing the number keys as shown below. (If you don't want to enter a name, go directly to Step 7.)

Example:
SHARP = 77777 444 22 7777 SPEAKER 77

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	*move* → = SPEAKER
H = 4 4 4	R = 7 7 7 7	*move* ← = HOLD/SEARCH
I = 4 4 4 4	S = 7 7 7 7 7	

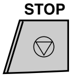
- To clear a mistake, press the **SPEED DIAL** key.
- To enter two letters in succession that require the same key, press the **SPEAKER** key after entering the first letter.

7 Press the **START** key.



8 Return to Step 3 to store another number, or press the **STOP** key to return to the date and time display.

Step 3 or



Clearing auto-dial numbers

1 Press these keys:

FUNCTION → 3 → #

FAX/TEL # MODE
↓ ↑
1=SET,2=CLEAR

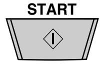
2 Press **2** to select CLEAR.

2

3 Enter the Speed Dial number that you want to clear by pressing the number keys.

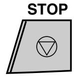
0 1 (Example)

4 Press the **START** key.



5 Return to Step 3 to clear another number, or press the **STOP** key to return to the date and time display.

Step 3 or



Making changes

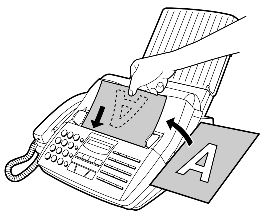
To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display in Steps 4 and 6.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Rapid Key Dialling

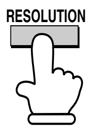
If the number you want to dial has been stored for Automatic Dialling as a Speed Dial number from 01 to 38, you can dial it by pressing the corresponding Rapid Key.

1 Load the document(s).

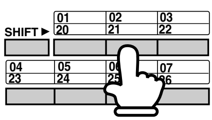


READY TO SEND

- Set the resolution and/or contrast if desired.



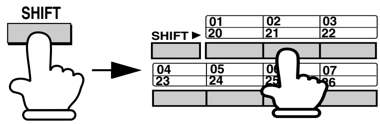
2 Press the Rapid Key corresponding to the desired Speed Dial number.



Example: To dial Speed Dial number 02, press Rapid Key 02/21.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)

- If the Speed Dial number is from 20 to 38, press the **SHIFT** key and then press the Rapid key.



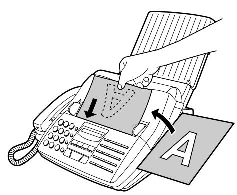
Example: To dial Speed Dial number 21, press the **SHIFT** key and press Rapid Key 02/21.

- The document will be automatically transmitted once the connection is established.

Speed Dialling

Speed Dialling can be used to dial any number that has been stored for Automatic Dialling.

1 Load the document(s).

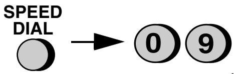


READY TO SEND

- Set the resolution and/or contrast if desired.



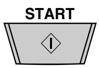
2 Press the **SPEED DIAL** key and then enter the Speed Dial number by pressing the numeric keys.



(Example)

- To enter numbers 1 through 9, first enter 0 and then the number.

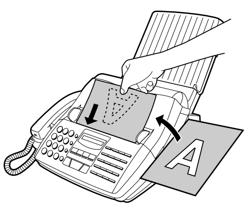
3 Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 2.)



Direct Keypad Dialling

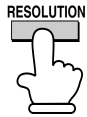
You can also enter a full number with the number keys and then press the **START** key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

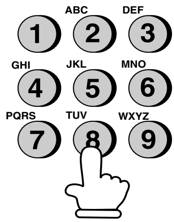


READY TO SEND

- Set the resolution and/or contrast if desired.

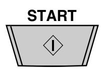


2 Enter the number of the receiving machine by pressing the numeric keys.



- If a pause is required between any of the digits to access a special service or an outside line, press the **REDIAL** key (two seconds per pause). The pause will appear as a hyphen. Several pauses can be entered in a row.

3 Check the display. If the number of the receiving machine shown is correct, press the **START** key.

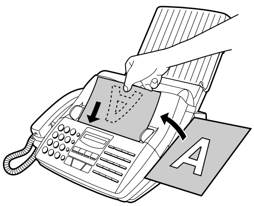


- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Searching for an auto-dial number

If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial and transmit the loaded document by simply pressing the **START** key.

1 Load the document(s).

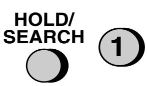


READY TO SEND

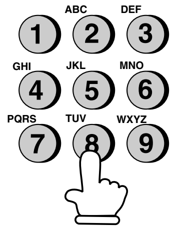
- Set the resolution and/or contrast if desired.



2 Press the **HOLD/SEARCH** key and then the **1** key.

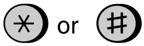


3 Enter the first letter of the stored name by pressing the appropriate number key (the key below the marked letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press **1**.



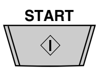
- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press **0**. This will cause numbers, not names, to appear when you scroll.

4 Press the **#** key or the **∗** key to scroll through the names (numbers if you pressed **0**). Stop when the desired name appears in the display.



- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

5 Press the **START** key. The document will be automatically transmitted once the connection is established.



Automatic redialling

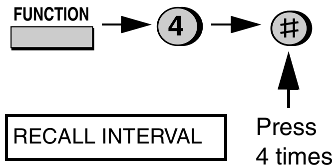
If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, the fax machine will automatically redial the number. The fax machine will make up to two redialling attempts at an interval of five minutes.

♦ To stop automatic redialling, press the **STOP** key.

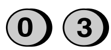
Recall Interval for automatic redialling

If desired, you can change the interval at which the fax machine makes automatic redialling attempts.

1 Press these keys:

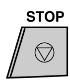


2 Enter a 2-digit number from **01** to **15** for the number of minutes in the interval.



Example:
3 minutes

3 Press the **STOP** key to return to the date and time display.

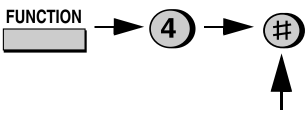


Recall times for automatic dialling

If desired, you can change the maximum number of automatic redialling attemps made when the line is busy.

♦ Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before the set number of redialling attempts are made.

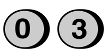
1 Press these keys:



RECALL TIMES

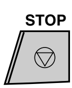
Press 5 times

2 Enter a 2-digit number from **00** to **03** for the maximum number of redial attempts.



Example: 3 attempts

3 Press the **STOP** key to return to the date and time display.

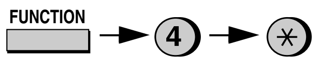


Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

If desired, you can turn ECM off. This will increase slightly the amount of memory available for memory transmission and reception.

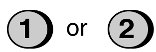
1 Press these keys:



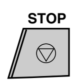
ECM MODE

2 Press **1** to turn on ECM or **2** to turn it off.

YES NO

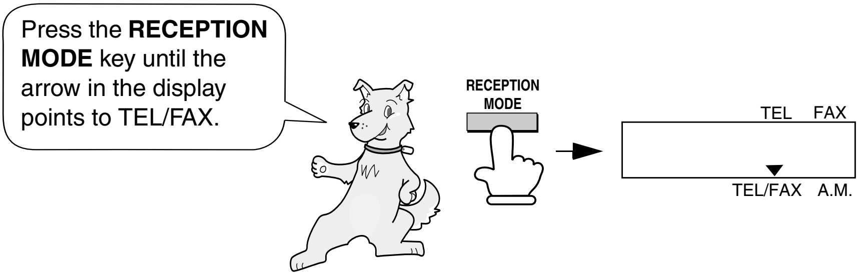


3 Press the **STOP** key to return to the date and time display.



3. Receiving Documents

Using TEL/FAX Mode



When the reception mode is set to TEL/FAX, your fax automatically answers all calls on 2 rings. After answering, your fax monitors the line for about 5 seconds to see if a fax tone is being sent.

♦ If your fax detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.

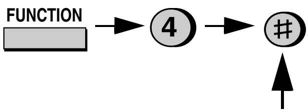
♦ If your fax doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been made.

Pseudo Ring Duration for Tel/ Fax Mode

If desired, you can change the duration of pseudo ringing in TEL/FAX mode.

1 Press these keys:



PSEUDO RING DUR.

Press 10 times

2 Enter a number as follows for the desired duration:

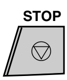
15 seconds: 1

30 seconds: 2

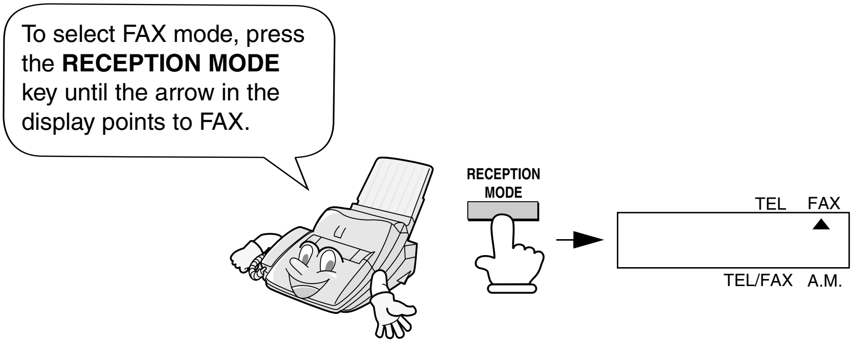
60 seconds: 3

120 seconds: 4

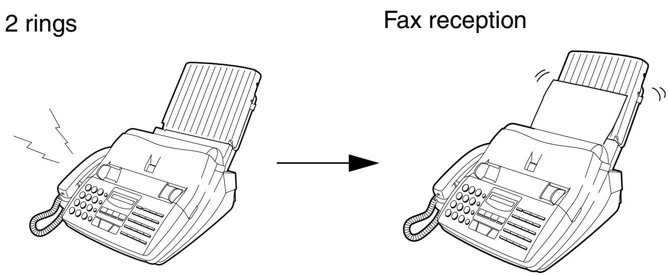
3 Press the **STOP** key to return to the date and time display.



Using FAX Mode



When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

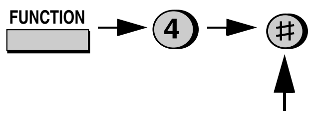


♦ If you pick up the handset before the machine answers, you can talk to the other party and/or receive a document as explained in *Using TEL mode* on page 47.

Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 5 can be selected.

1 Press these keys:



Press 2 times

NUMBER OF RINGS

ENTER (2-5) (2)

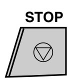
2 Enter the desired number of rings (any number from **2** to **5)**.



Example: 3 rings

5 RING TEL ANS.

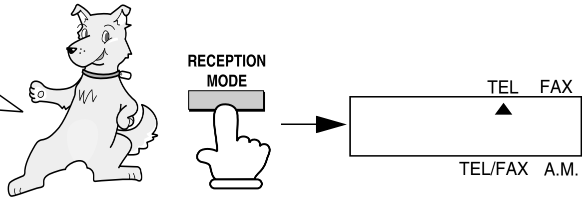
3 Press the **STOP** key to return to the date and time display.



Note: If you are using Duplex Ring, the fax machine will answer calls after two rings regardless of the above setting.

Using TEL Mode

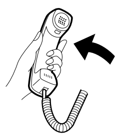
To select TEL mode, press the **RECEPTION MODE** key until the arrow in the display points to TEL.



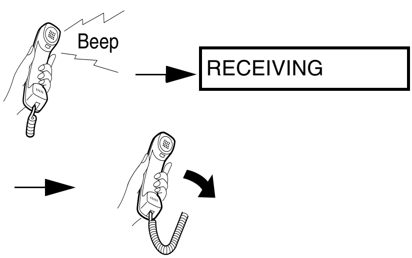
When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset

1 When the fax machine rings, pick up the handset.



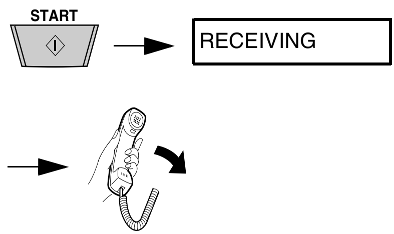
2 If you hear a fax tone, wait until the display shows RECEIVING and then replace the handset.



Note: If you have set the Fax Signal Receive setting to NO, press the **START** key to begin reception.

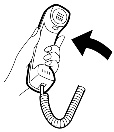
3 If the other party first speaks with you and then wants to send a fax, press the **START** key after speaking. (Press your **START** key before the sender presses their Start key.)

- When RECEIVING appears in the display, hang up.

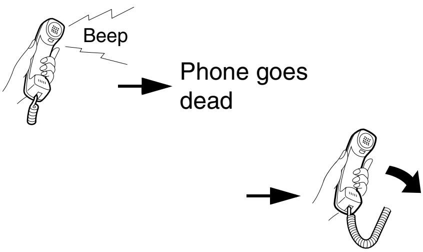


Answering with an extension phone

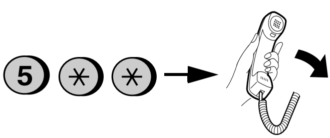
1 Answer the extension phone when it rings.



2 If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.



3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press **5**, **✱**, and **✱** on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.



Comments:

♦ Your fax will not accept the signal to begin reception (**5✱✱**) if a document is loaded in its feeder.

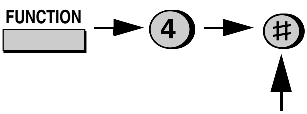
♦ If you have set the Fax Signal Receive setting to NO, press **5**, **✱**, and **✱** on the extension phone to begin reception.

Optional Reception Settings

Changing the number for remote fax activation

If desired, you can use a number other than **5** to activate fax reception from an extension telephone. You can select any number from **0** to **9**.

1 Press these keys:



TEL/FAX REMOTE #

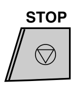
Press 6 times

2 Press a number from **0** to **9** .



(Example)

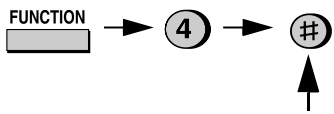
3 Press the **STOP** key to return to the date and time display.



Turning off detection of the Tel/Fax Remote Number

If you don't intend to ever activate fax reception from an extension phone, you can turn off detection of the above Tel/Fax Remote Number. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal similar to the Tel/Fax Remote Number while you are talking on an extension phone.

1 Press these keys:

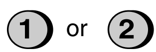


REMOTE RECEPTION

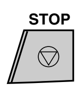
Press 7 times

2 Press **1** to turn on detection of the TEL/FAX REMOTE NUMBER, or **2** to turn it off.

YES NO



3 Press the **STOP** key to return to the date and time display.

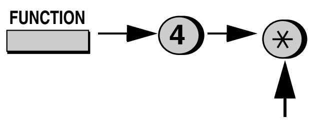


3. Receiving Documents

Fax Signal Receive

Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.

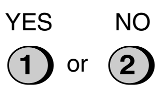
1 Press these keys:



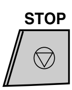
FAX SIGNAL RX

Press
7 times

2 Press **1** to turn on the function, or **2** to turn it off.



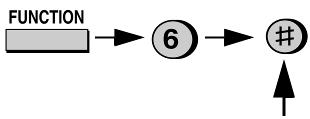
3 Press the **STOP** key to return to the date and time display.



2 in 1 Print

To save paper, you can have the size of your incoming faxes reduced by 55%. This will allow you to receive, for example, a 2-page document on one page (note that this may not be possible if the document pages are longer than your printing paper). To turn on this function, follow the steps below.

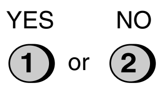
1 Press these keys:



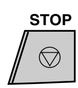
2 IN 1 PRINT

Press
3 times

2 Press **1** to turn on the 2 IN 1 function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



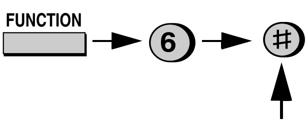
Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

♦ If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.

♦ Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

1 Press these keys:

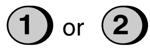


RECEPTION RATIO

Press 2 times

2 Press **1** to turn automatic reduction on, or **2** to turn it off.

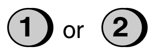
AUTO 100%



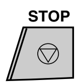
- If you selected AUTO, go to Step 3. If you selected 100%, go to Step 4

3 If you selected AUTO, select the reception ratio to be used in the event that the memory becomes full (automatic reduction is not possible when the memory is full). Press **1** for 93% or **2** for 100% .

93% 100%



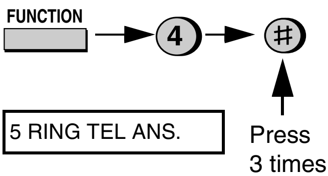
4 Press the **STOP** key to return to the date and time display.



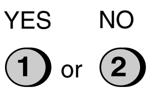
Auto answer on 5 rings in TEL mode

If desired, you can have the fax automatically answer calls and begin fax reception after 5 rings in TEL mode. To turn on this function, press the keys as follows:

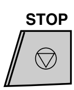
1 Press these keys:



2 Press **1** to turn on the function, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER, FILM END, or PAPER JAM. After you add paper, replace the imaging film, or clear the jam, press **START** key to print out the document.

♦ If you received documents in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the document print-out size may not match the size of the printing paper.

Caution!

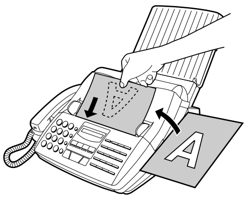
♦ When documents are stored in memory, do not turn the power off. This will erase all of the contents.

♦ If documents received in memory are lost due to a power failure or other interruption in the power supply, a CLEAR REPORT will be printed out when the power is restored. This gives information about the receptions lost, including the fax numbers of the transmitting machines if they are available.

4. Making Copies

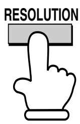
Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling your fax to double as a convenience office copier.

1 Load the document(s) face down. (Maximum of 20 pages.)

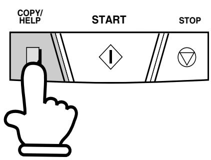


READY TO SEND

- Set the resolution and/or contrast if desired. (The default setting for copying is SUPER FINE.).



2 Press the **COPY/HELP** key.



COPY MODE

↓

1: MULTI COPY

↓

2: SORT COPY

↓

START: COPY

♦ If you are only making one copy of the original (or of each original) and don't want to make a reduction or enlargement setting, press the **START** key twice. Copying will begin.

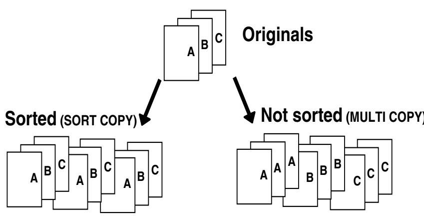
♦ If you are only making one copy of the original (or of each original) and want to make an enlargement or reduction setting, press the **START** key and go to Step 5.

3 Press **1** (MULTI COPY) if you do not want the copies sorted. Press **2** (SORT COPY) if you want the copies sorted.

MULTI SORT

1 or 2

Example of three copies each of three originals



ENTER # (01-99)

4 If you are making one copy per original, press the **START** key. If you are making multiple copies per original, enter the number of copies per original (if the number is less than 10, enter a "0" before the number).

0 9

Example: Nine copies per original

COPY RATIO

5 Set the amount of reduction or enlargement by entering a number from **1** to **5** as shown below (or press the **START** key to automatically select 100%). Copying will begin.
1: AUTO (automatic size adjustment to match the size of the printing paper)
2: 50%
3: 100% (no reduction or enlargement)
4: 125%
5: 135%

2

Example: 50%

Note: If you place a large number of originals in the feeder, the memory may become full before all of them can be scanned (MEMORY IS FULL will appear in the display). If this happens, press the **START** key to copy the originals which have been scanned, and then repeat the copy procedure for the remaining originals, including the original which was being scanned when the memory became full.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The intial setting is YES (cut off the remainder). To change the setting, follow the steps below.

1 Press these keys:

FUNCTION → 6 → *

COPY CUT-OFF

2 Press **1** to set copy cut-off to YES (the remaining part of the document will not be printed), or **2** to set copy cut-off to NO (the remaining part will be printed on a second page).

YES NO

1 or 2

3 Press the **STOP** key to return to the date and time display.

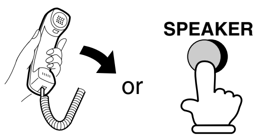
STOP

5 Making Telephone Calls

Your fax machine can be used like a regular telephone to make and receive voice calls.

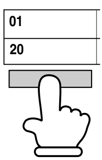
♦ To make or receive a voice call, the power must be on.

1 Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.



2 Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling:** Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.



Example: Press Rapid Key 01

3 Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset to talk.

Comments:

♦ While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.

♦ The fax may interrupt a voice call received on an extension phone if the reception mode is set to A.M. and there is a period of silence during the conversation. If you are on a touch-tone phone, you can prevent this by pressing any three keys on the phone immediately after you answer. (Note: Do not enter the code to activate fax reception: 5, *, * .)

Searching for an auto-dial number

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in *Searching for an auto-dial number* on page 40, then pick up the handset or press the **SPEAKER** key. The number will be dialed automatically (do not press the **START** key).

Redial

The last number dialed can be redialed by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset to talk.

Hold

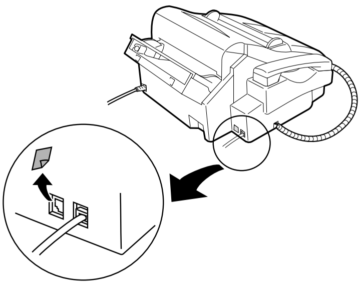
You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/ SEARCH** key again to resume conversation.

6. Answering Machine Hookup

Connecting an Answering Machine

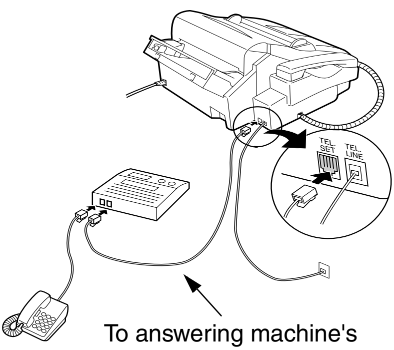
If desired, you can connect an answering machine to your fax machine's **TEL. SET** socket. This will allow you to receive both voice messages and faxes when you are out.

1 Remove the seal covering the **TEL. SET** socket.



2 Connect the answering machine's telephone line socket to the **TEL. SET** socket.

- If desired, you can connect an extension phone to your answering machine's extension phone socket.



To answering machine's telephone line socket.

Changing the outgoing message

The outgoing message (OGM) of your answering machine should be changed to inform callers who want to send a fax to press their Start key. For example, your message might go as follows:

"Hello. You've reached the ABC company. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

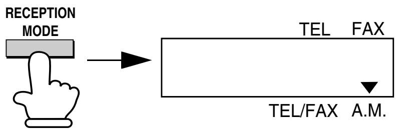
♦ Try to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialling.

♦ If your outgoing message must be longer than 10 seconds, leave a pause of about four seconds at the beginning of the message. This will give your fax a chance to detect fax tones sent when automatic dialling is used.

Activating the answering machine connection

Before you go out, activate the answering machine connection as follows:

1 Set the reception mode to A.M.



2 Set your answering machine to auto answer.

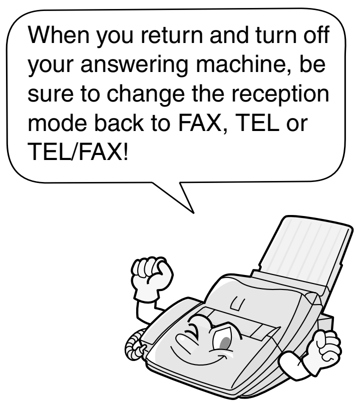
- Your answering machine must be set to answer on a maximum of two rings. If not, you may not be able to receive faxes sent by automatic dialling.
- If your answering machine has a toll saver function, make sure that it will answer by the fourth ring.

Note: If your answering machine has a remote retrieval function, make sure the code used to activate remote retrieval is different from the code used to activate fax reception with an extension telephone (see page 48). If they are the same, entering the code from an outside telephone to retrieve messages will cause the fax machine to be activated.

How the connection operates

While you are out, all of your incoming calls will be answered by your answering machine and its outgoing message will play. Voice callers can leave a message. During this time, your fax will quietly monitor the line. If your fax detects a fax tone or a duration of silence greater than four seconds, it will take over the line and begin reception.

Your fax machine listens for a duration of silence because some transmitting machines do not send a fax tone when the fax is sent manually (this means that the person faxing uses the handset to dial and then presses their Start key after listening to your outgoing message). Pressing the Start key in this case causes the line to go silent.



Optional A.M. Mode Settings

If necessary, you can use the following settings to improve the response of the answering machine hookup to incoming calls.

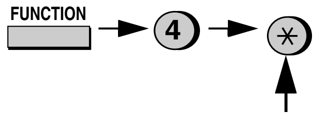
Quiet Detect Time

The fax machine is set to take over the line and begin reception if it detects 4 seconds of silence after the answering machine answers. If needed, you can change this setting to any number of seconds from 1 to 10.

♦ We recommend that you do not set Quiet Detect Time under 3 seconds. If the fax machine is interrupting callers before they can leave a message, try a longer Quiet Detect Time setting. If your outgoing message includes a period of silence, make sure that the setting is longer than that period of silence, or re-record your outgoing message to shorten the silence.

Note: Quiet Detect Time can be turned off by entering "00" for the time. Note, however, that the fax machine may not be able to receive manually-sent faxes from some older fax machines.

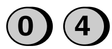
1 Press these keys:



QUIET DETECT TM.

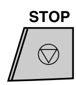
Press 10 times

2 Enter a number from **01** to **10**, or enter **00** to turn off the function.



(Example)

3 Press the **STOP** key to return to the date and time display.



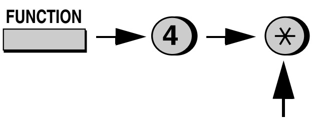
Fax when Answering machine Fails

When this function is turned on, your fax will answer the call after 5 rings if the answering machine for some reason fails to answer before that time. This ensures that you will receive fax messages even if the answering machine's tape fills up or the answering machine is not turned on.

This function has been turned off at the factory. If you want to turn it on, follow the steps below:

Note: When this function is turned on, make sure that the answering machine is set to answer on 4 rings or less. If it isn't, the fax will always answer first, preventing callers from leaving voice messages.

1 Press these keys:

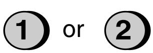


FAX RX A.M. FAILS

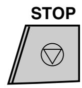
Press 9 times

2 Press **1** to turn on the function, or **2** to turn it off.

YES NO



3 Press the **STOP** key to return to the date and time display.



7. Special Functions

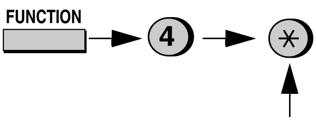
Caller ID (Requires Subscription to Service)

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- ♦ To use this function, you must subscribe to a caller identification service from your telephone company.
- ♦ Your fax may not be compatible with some caller identification services.

1 Press these keys:

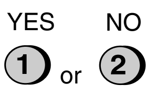


Press 4 times

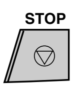
CALLER-ID

1=YES,2=NO

2 Press **1** to turn on Caller ID, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example

Caller's name

DOE JOHN

Caller's number

525-8693

Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE	No caller information was received from your telephone company. Make sure that the telephone company has activated your service.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
PRIVATE CALL	Caller information was not provided by the telephone company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 20 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

♦ After you have received 20 calls, each new call will delete the oldest call.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.

1 Press these keys:

HOLD/SEARCH **2**

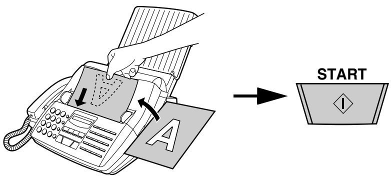
REVIEWING CALLS

2 Press the * key to scroll through the list from the most recent call, or the **#** key to scroll through the list from the oldest call.

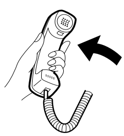
* or #

3 If you want to dial one of the numbers in the list, scroll through the list until the number appears in the display.

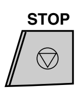
- If you want to send a fax, load the document and then press the **START** key.



- If you want to make a voice call, pick up the handset or press the **SPEAKER** key. Dialling will begin automatically. (If you pressed the **SPEAKER** key, pick up the handset when the other party answers.)



4 Press the **STOP** key when you have finished viewing the list.



To delete calls from the Caller ID list

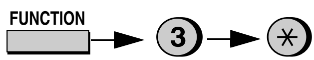
If you want to delete a single call from the caller list, press the **0** key while the call appears in the display. If you want to delete all calls from the list, hold the **0** key down for at least 3 seconds while you are viewing any number in the list.

Priority Call

If desired, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

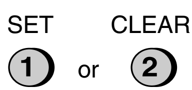
To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).

1 Press these keys:

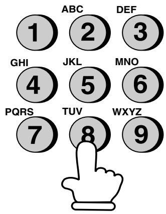


PRIORITY CALL #

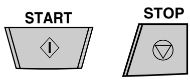
2 Press **1** to enter a number, or **2** to clear a number. (If you pressed **2**, go to Step 4.)



3 Enter the phone number, including the area code, by pressing the number keys (max. of 20 digits).



4 Press the **START** key and then the **STOP** key.



Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as fax receptions (the Anti Junk Fax function normally only blocks faxes).

In this case, when a voice call or a fax transmission comes in from a number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, turn on the Anti Junk function and then enter the number in the Anti Junk Number List as explained in *Blocking Reception of Unwanted Faxes* in this chapter (see page 73).

Note: This function cannot be used if you are using the Duplex Ring function.

7. Special Functions

Duplex Ringing (Requires Subscription to Service)

If you are a subscriber to Homefax 2 or Faxline 2, services provided by Hongkong Telecom, you will need to turn on Duplex Ringing. When this is done, the fax machine will signal voice calls by a short ringing cadence and fax transmissions by a long ringing cadence. In the case of a fax transmission, the fax machine will automatically answer the call after 2 rings (regardless of the reception mode setting) and receive the fax. To turn on Duplex Ringing, follow the steps below.

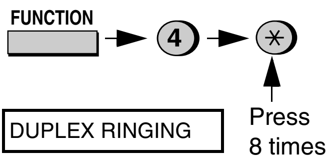
♦ For more information on the Homefax service, contact Hongkong Telecom on 1000.

Important:

♦ Duplex Ringing can only be used by Homefax 2 and Faxline 2 subscribers. Do not turn on Duplex Ringing if you are on a normal line, as the fax machine will not operate properly.

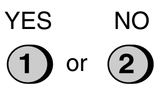
If you turn on Duplex Ringing, do not set the reception mode to TEL/FAX. If you do, the fax machine will not operate properly.

1 Press these keys:



DUPLEX RINGING

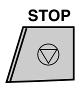
2 Press “1”(YES) to turn Duplex Ringing on, or “2”(NO) to turn it off.



The display will briefly show your selection, and then:

FAX SIFNAL RX

3 Press the **STOP** key to return to the date and time display.

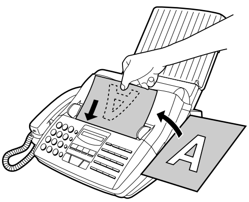


Broadcasting

This function allows you to send the same document to as many as 20 different locations with just one operation. First store the document in memory, then enter the numbers of the receiving machines. The document will be transmitted to each location.

♦ You can only use Rapid Keys or Speed Dial numbers to dial the numbers of the receiving machines.

1 Load the document(s).



READY TO SEND

2 Press the **MEMORY** key and then **2**.

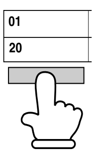


3 Dial the receiving machines (maximum of 20) using one or both of the following methods:

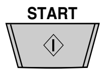
- Enter one or more Speed Dial numbers by pressing the number keys.



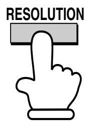
- Press one or more Rapid Keys.



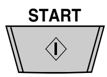
4 Press the **START** key.



- Set the resolution and/or contrast if desired.



5 Press the **START** key. Transmission will begin.



- A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Storing numbers in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. To store a group of numbers in a Group Key, follow the steps below.

- ♦ Rapid Key that is not already programmed as a Rapid Key or a Program Key can be used as a Group Key.
- ♦ Up to 20 numbers can be stored in one Group Key.
- ♦ Only Rapid Key and Speed Dial numbers can be stored in a Group Key. Full numbers cannot be stored.

1 Press these keys.

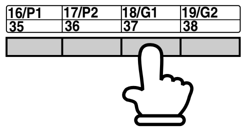
FUNCTION → 7 → *

GROUP ENTRY MODE

2 Press **1** (SET) to program a Group Key, or **2** (CLEAR) to clear a Group Key.

SET 1 or CLEAR 2

3 Press a Group Key (Rapid Key 18/G1 or 19/G2) to select it.
If you are clearing a Group Key, press it and go to Step 5.



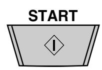
(Example)

4 Enter the Rapid Key or Speed Dial numbers of the receiving machines.

0 1 0 2

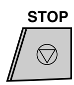
(Example)

5 Press the **START** key. Return to Step 3 to program another Group Key.



6 Press the **STOP** key repeatedly until you return to the date and time display

Step 3 or

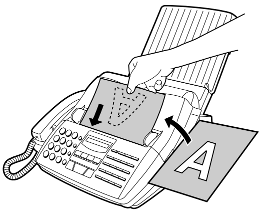


Broadcasting using a Group Key

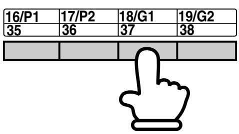
If the fax machines to which you want to broadcast have all been programmed into one Group Key, you can perform the broadcasting operation using the following simplified procedure:

1 Load the document(s).

- Make any desired transmission settings (resolution, contrast, etc.).



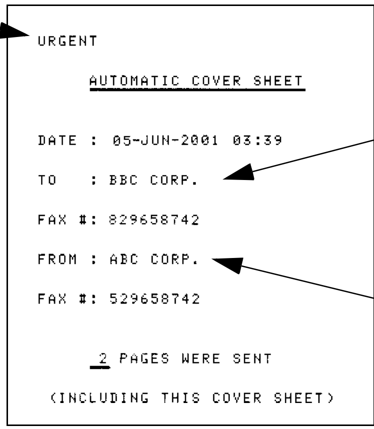
2 Press the appropriate Group Key. Transmission will begin.



Cover Sheet

You can have the fax generate a cover sheet and send it as the last page of each of your fax transmissions.

You can select a message.


URGENT

AUTOMATIC COVER SHEET

DATE : 05-JUN-2001 03:39

TO : BBC CORP.

FAX #: 829658742

FROM : ABC CORP.

FAX #: 529658742

2 PAGES WERE SENT

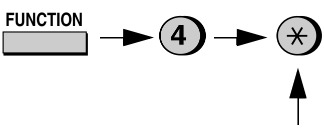
(INCLUDING THIS COVER SHEET)

For the recipient's name to appear, you must dial using a Speed Dial or Rapid Key number with the name programmed.

Your name and number must be programmed as explained on page 21.

Follow the steps below to turn on the cover sheet function. Once the cover sheet function is turned on, cover sheets will be included with all tranmissions until you turn it off.

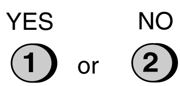
1 Press these keys:



COVER SHEET

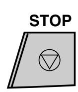
Press 3 times

2 Press **1** (YES) to turn on the cover sheet function, or **2** (NO) to turn it off.



AUTO PRINT OUT

3 Press the **STOP** key to return to the date and time display.

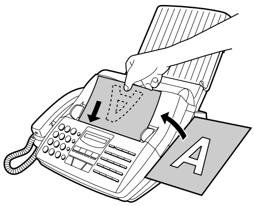


Selecting a header message (optional)

When the cover sheet function is turned on, you can also select a message which will appear as a header at the top of the cover sheet. Note that the message selection is only effective for one transmission.

1 Load the document(s).

- The document must be loaded before a message can be selected.
- The cover sheet function must be turned on.



2 Press these keys:

FUNCTION → 5

COVER SHEET HEAD

3 Select a message by entering a number from **1** to **4**:

1: URGENT
2: IMPORTANT
3: CONFIDENTIAL
4: PLS. DISTRIBUTE

1 (Example)

4 Dial the receiving machine and transmit the document.

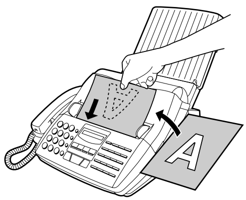
Note: To cancel a cover sheet header setting, press the **STOP** key or remove the document from the feeder.

Batch Page Numbering

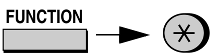
You can change the page numbering of the transmitted document from simple numbering ("P.1", "P.2", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 1/5", "P.2/5", etc.). This allows the receiver to check for missing pages.

1 Load the document(s).

- The document must be loaded before batch page numbering can be set.

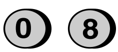


2 Press these keys:



PAGE COUNTER SET

3 Enter the total number of pages ("01" to "99") by pressing the number keys.



Example:
Eight pages

- If you are sending a cover sheet, **do not** include it in the total number of pages (the number will be adjusted automatically).

4 Dial the receiving machine and transmit the document.

Comments:

♦ If you need to cancel a batch number entry, remove the document from the feeder or press the **STOP** key.

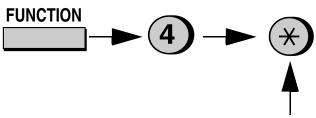
♦ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if it has been set to print out.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties which you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, follow the steps below to turn it on, and then enter the fax numbers from which you do not want to receive faxes as indicated in the procedure that follows.

1 Press these keys:

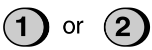


JUNK # CHECK

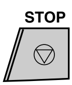
Press 6 times

2 Press **1** to turn on the Anti Junk function, or **2** to turn it off.

YES NO



3 Press the **STOP** key to return to the date and time display.

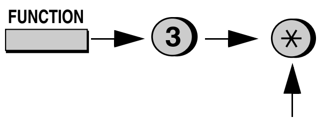


Entering Anti Junk numbers

Enter (or clear) a number in the Anti Junk List as shown below. Up to five numbers can be entered.

♦ To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained on page 88.

1 Press these keys:

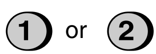


STORE JUNK #

Press twice

2 Press **1** to enter a number in the Anti Junk Number List, or **2** to clear a number from the list.

SET CLEAR



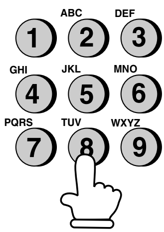
3 **Entering:** Enter a 1-digit number from **1** to **5** with the numeric keys. This number identifies the fax number that you will enter in the next step.



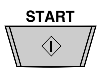
(Example)

Clearing: Enter the 1-digit number that identifies the fax number you want to clear, and go to Step 5.

4 Enter the fax number.

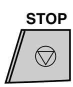


5 Press the **START** key.



6 Return to Step 3 to enter (or clear) another fax number, or press the **STOP** key to return to the date and time display.

Step 3 or



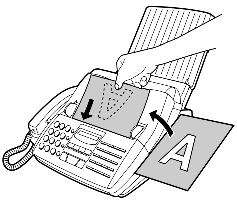
Sending Documents From Memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations. After transmission, the document will be cleared from memory.

♦ Only one memory transmission can be set at a time.

♦ The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

1 Load the document(s).



- Set the resolution and/or contrast if desired.



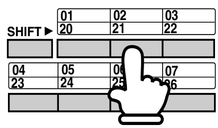
2 Press the **MEMORY** key and then **1**.



ENTER STATION #

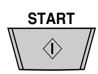
3 Enter the number of the receiving machine using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.



(Example)

4 Press the **START** key if you entered a Speed Dial number or a full number.



- The document will be scanned and stored in memory. Your fax will then dial the receiving machine and transmit the document (redialling will take place automatically if necessary).

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

♦ Press the **START** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.

♦ Press the **STOP** key if you want to cancel the entire transmission.

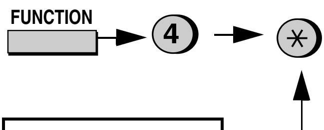
Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document (previously loaded in its feeder) to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

To use the polling function, you must first set Rapid Key 15/POLL for use as a polling key.

♦ When Rapid Key 15/POLL is set as a polling key, it cannot be used for Rapid Key dialling.

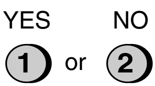
1 Press these keys:



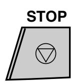
POLLING

Press
5 times

2 Press **1** to turn on the function, or **2** to turn it off.



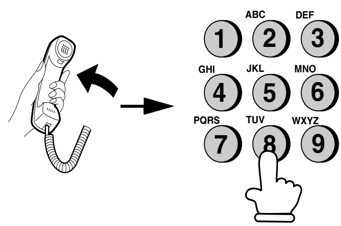
3 Press the **STOP** key to return to the date and time display.



Requesting transmission

1 Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and press a Rapid key. Wait for the fax answerback tone
- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED DIAL** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

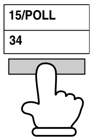


(Example)

7. Special Functions

2 Press Rapid Key 15/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.



Being polled (polling standby)

To let another fax machine poll your fax, press the **RECEPTION MODE** key to set the reception mode to FAX and load the document(s) to be sent.

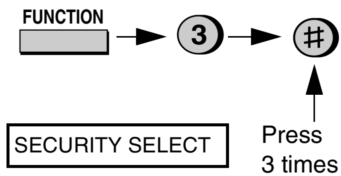
Transmission will take place when the other fax machine calls your machine and activates polling. Automatic reception is possible while your fax is on polling standby.

Polling security

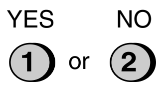
Polling Security allows you to prevent unauthorized polling of your machine. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your machine's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself for identification.

To use Polling Security, follow the steps below to turn the function on, and then enter permitted numbers as shown on the following page.

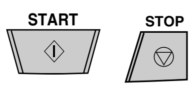
1 Press these keys:



2 Press **1** to turn polling security on, or **2** to turn it off.



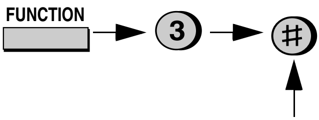
3 Press the **START** key and then the **STOP** key.



Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

1 Press these keys:

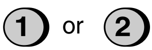


PASSCODE # MODE

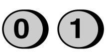
Press 4 times

2 Press **1** to store a number, or **2** to clear a number.

SET CLEAR



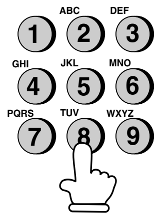
3 **Storing:** Enter a 2-digit number from 01 to 10. This number identifies the fax number you will store in the next step.



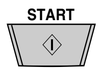
(Example)

Clearing: Enter the number which identifies the fax number you want to clear, and go to Step 5.

4 Enter the fax number.

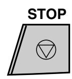


5 Press the **START** key.



6 Return to Step 3 to enter (or clear) another number, or press **STOP** to return to the date and time display.

Step 3 or



Timer Operations

The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at any one time, and the times they will be performed can be specified up to 24 hours in advance.

♦ You can use this function to take advantage of lower off-peak telephone rates without having to be there when the operation is performed.

Note: Only a Speed Dial number can be used to dial the receiving machine.

Setting a timer operation

1 Press these keys:

FUNCTION ► 1

TIMER MODE

2 Press **#** to set a transmission operation (SEND MODE), or ✱ to set a polling operation (POLLING MODE).

POLLING ✱ or SEND #

3 Press **1** to select SET.

1

4 Enter the time at which you want the operation to take place (2 digits for the hour and 2 digits for the minute).

0 9 2 5

Example: 9:25

5 Press the **START** key.

START

6 Enter the Speed Dial number of the receiving fax machine.

- If this is a polling operation, go to Step 10.

0 5

(Example)

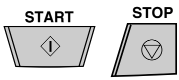
7 Press the **START** key.

START

8 Adjust the resolution and/or contrast if desired (skip to the next step if you don't want to change settings).

RESOLUTION

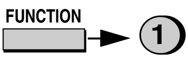
9 Press the **START** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.



To cancel a timer operation

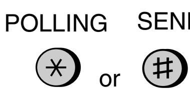
If you need to cancel a timer operation after it has been set, follow the steps below.

1 Press these keys:



TIMER MODE

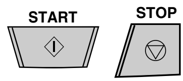
2 Press **#** to cancel a transmission operation, or **✱** to cancel a polling operation.



3 Press **2** to select CLEAR.



4 Press the **START** key and then the **STOP** key.



Entering and Using Programs

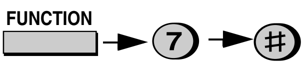
If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

- ♦ Rapid Keys 16/P1 and 17/P2 can be used as Program Keys. However, a key cannot be used if it is already being used for Rapid Key Dialling.
- ♦ Only Speed Dial numbers can be used to enter fax numbers of receiving machines in the Program Keys. Full numbers cannot be entered.
- ♦ If the program is for a regular transmission or polling operation, a timer setting can be included to have the operation performed automatically at a selected time.
- ♦ To clear a mistake, press the **STOP** key.

Initial procedure

To program a Program Key, first perform the following procedure. After you have completed this procedure, go to the procedure for the specific operation you want to program (see the following pages).

1 Press these keys:

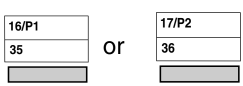


PRG.ENTRY MODE

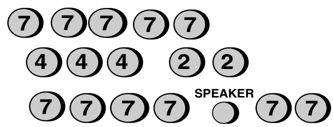
2 Press **1** to select SET.



3 Select a Program Key ("16/P1" or "17/P2") to select it.

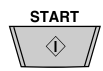


4 Enter a name for the program by pressing the letter entry keys. (If you don't want to enter a name, go directly to Step 5.)



Example: SHARP

5 Press the **START** key.



6 Press the ✱ key or the **#** key until the desired operation appears in the display.

Transmission (SEND MODE)
Polling
Broadcasting

✱ or #

7 Press the **START** key and go to the specific procedure for your operation (see the following pages).

START

Transmission

(Continued from *Initial procedure*.)

8 Press "1" if you want the document to be scanned into memory and then transmitted, or "2" if you want the document to be transmitted directly from the feeder. (Note: If you select "2", you can include a timer setting in the program.)

- If you pressed "1", go to Step 11. If you pressed "2" and don't want to make a timer setting, go to Step10.

1 or 2

9 Enter the time at which you want the operation to take place (2 digits for the hour and 2 digits for the minute).

0 9 2 5

Example: 9:25

10 If you want the document to be sent through memory, press the **START** key.

START

11 Enter the Speed Dial number of the receiving fax machine.

2 5 (Example)

12 Press the **START** key.

START

13 If desired, set the resolution and/or contrast by pressing the **RESOLUTION** key (otherwise, skip this step).

RESOLUTION

14 Press the **START** key and then the **STOP** key.

START STOP

Polling

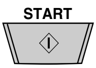
(Continued from *Initial procedure*.)

8 Enter the time at which you want the operation to take place (2 digits for the hour and 2 digits for the minute).If you don't want to make a timer setting, go to Step 9.



Example: 9:25

9 Press the **START** key.

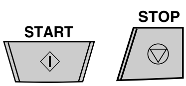


10 Enter the Speed Dial number of the receiving fax machine.



(Example)

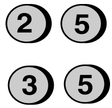
11 Press the **START** key and then the **STOP** key.



Broadcasting

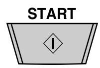
(Continued from *Initial procedure*.)

8 Enter the Speed Dial numbers of the receiving machines. (max. of 20 Speed Dial numbers)

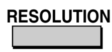


(Example)

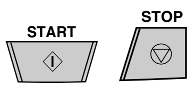
9 Press the **START** key.



10 If desired, set the resolution and/or contrast by pressing the **RESOLUTION** key (otherwise, skip this step).



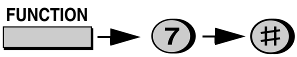
11 Press the **START** key and then the **STOP** key.



Clearing a Program Key

To clear a Program Key, follow these steps:

1 Press these keys:

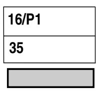


PRG.ENTRY MODE

2 Press **2** to select CLEAR.



3 Press the Program Key you want to clear.

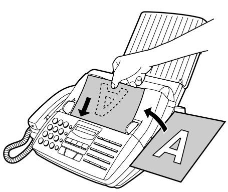


(Example)

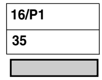
Using a Program Key

A programmed operation is performed as follows:

1 Load the document.



2 Press the appropriate Program Key.



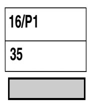
(Example)

Note: A maximum of 2 timer operations can be set at any one time, including both timer operations set by pressing a Program Key and operations set as described in "Timer Operations" in this chapter

To cancel a programmed timer operation

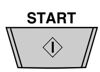
If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow these steps:

1 Press the Program Key.



(Example)

2 Press the **START** key.

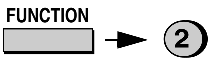


8. Printing Lists

You can print lists showing settings and information entered in the fax machine. You can also print out reports on recent activity and individual operations after they are completed. The lists and reports are described on the following pages.

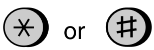
To print a list, follow the steps below.

1 Press the **FUNCTION** key and **2**.

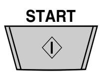


LISTING MODE

2 Press the ✱ key or the # key until the desired list appears in the display.



3 Press the **START** key to print the list.



Activity Report

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the TRANSMISSIONS ACTIVITY REPORT, which shows information on transmissions, and the RECEPTIONS ACTIVITY REPORT, which shows information on receptions.

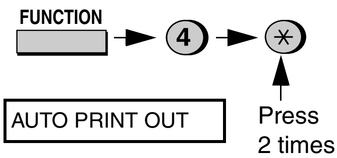
♦ All information is erased after a report is printed out. If automatic print-out is turned off and the report is not printed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

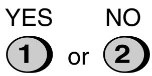
SENDER/ RECEIVER	The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the communication mode will appear (for example, "G3").
START	The time at which transmission/reception started.
TX/RX TIME	Total time taken for transmission/reception.
PAGES	Number of pages transmitted/received.
NOTE	(One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure.)
	OK - Transmission/reception was successful.
	P.FAIL - A power failure prevented the transaction.
	JAM - The printing paper or document jammed, preventing the transaction.
	NO PAPER - You ran out of paper during reception.
	BUSY - The fax was not sent because the line was busy.
	COM.E-0 to COM.E-14 - A telephone line error prevented the transaction. See *Line Error* on page 91.
	CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

If desired, you can set the Activity Report to automatically print out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.) Follow the steps below:

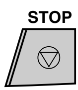
1 Press these keys:



2 Press **1** to turn on automatic print-out, or **2** to turn it off.



3 Press the **STOP** key to return to the date and time display.



Timer List

This list shows the timer operations that are currently set.

Telephone Number List

This list shows the fax numbers that have been programmed for automatic dialling.

Passcode List

This list shows settings made for polling security, your name and fax/ telephone number as entered in the machine, a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Option Setting List

This list shows the current status of the option settings.

Anti Junk Number List

This list shows the numbers that are blocked by the Anti Junk function.

Program and Group List

The top part of this list shows the programs which have been entered. The bottom part shows the fax numbers which have been stored in each Group Key.

Caller ID List

This list shows information about your 20 most recent calls. (This list is only available if you are using the Caller ID function.)

Print Setup List

This list shows the current status of the printing settings accessed by pressing the **FUNCTION** key and the **6** key.

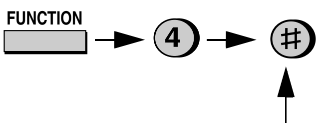
Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

- ♦ The same headings appear in the Transaction Report as in the Activity Report. See page 86 for an explanation of the headings.
- ♦ The Transaction report cannot be printed on demand.

If desired, you can change the condition under which a report is printed out. Follow the steps below.

1 Press these keys:



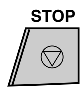
TRANSACTION LIST

Press 8 times

2 Press a number from **1** to **5** to select the condition for printing.

1	ALWAYS PRINT	A report will be printed after each transmission, reception, or error.
2	ERR/ TIMER/ MEM	A report will be printed after an error, timer operation, or memory operation.
3	SEND ONLY	A report will be printed after each transmission.
4	NEVER PRINT	A report will never be printed.
5	ERROR ONLY	A report will be printed only when an error occurs.

3 Press the **STOP** key to return to the date and time display.

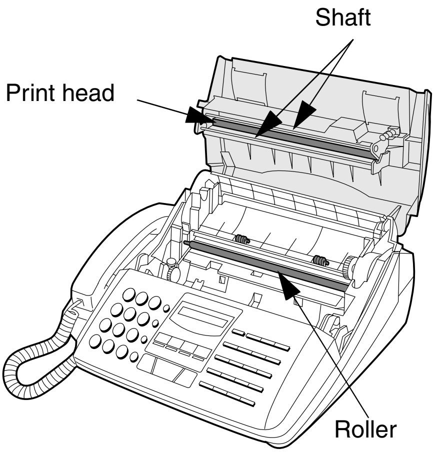


9. Maintenance

Print head

Clean the print head frequently to ensure optimum printing performance. To clean the print head, first unplug the power lead, open the print compartment cover (press the release marked OPEN), and remove the imaging film.

♦ Wipe the print head, shaft and roller with a soft cloth dampened with denatured alcohol.



Caution!

♦ Do not use benzene or thinner. Avoid touching the print head with hard objects.

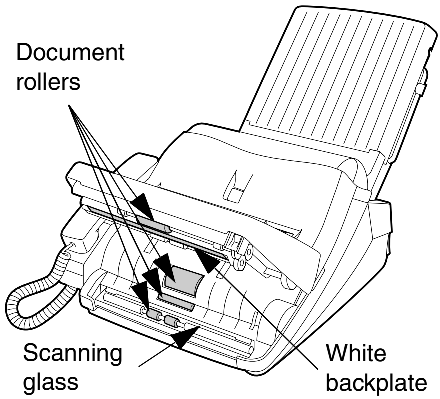
♦ The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.

Scanning glass and rollers

Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel by pulling the front edge up (grasp it at the PANEL RELEASE mark), and clean the scanning glass and rollers as shown below.

♦ Wipe the scanning glass, white backplate, and rollers with a soft cloth or a cotton pad.

♦ Make sure that all dirt and stains (such as correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

♦ Do not use benzene or thinner. These solvents may damage or discolor the machine.

10. Troubleshooting

Problems and Solutions

If you have any problems with your fax, first refer to the following troubleshooting guide.

Line error

Problem	Solution
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the fax machine to a different telephone line. • If the problem still occurs, your fax machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press the **SPEAKER** key.	• Make sure the handset lead is connected to the correct socket. See *Connecting the handset* on page 12.
Dialling is not possible.	• Make sure the power lead is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax machine is set to the correct dialling mode for your telephone line. See *Connecting the telephone line cord* on page 13.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.

Reception and copying problems

Problem	Solution
The power is on, but no reception takes place.	• Make sure that the telephone line cord is plugged into the **TEL. LINE** socket, and not the **TEL. SET** socket.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
General print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. See *Print head* on page 90. • Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.
A received document or copy prints out in strips.	• Make sure the printer compartment cover is completely closed (press down on both sides of each).
The quality of copies is poor and/or black spots appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 90.
Reception/copying is interrupted.	• If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down.

Answering machine connection

Problem	Solution
The answering machine connection does not operate properly.	• Make sure that the reception mode is set to A.M.. (see page 59). • Make sure your fax machine's **TEL. LINE** socket is connected to the wall socket. Make sure your fax machine's **TEL. SET** socket is connected to your answering machine's telephone line socket (not the answering machine's extension phone socket). • Make sure your answering machine's outgoing message is under 10 seconds. • Make sure that the Quiet Detect Time setting is set to three or four seconds (see page 60).

General problems

Problem	Solution
Information cannot be programmed in the fax.	• Make sure the fax is plugged in and the imaging film and paper have been loaded. (Programming is not possible if the imaging film and printing paper have not been loaded.) See *Loading the Imaging Film* and *Loading Printing Paper* in Chapter 1.
Nothing appears in the display.	• Make sure the power lead is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power lead and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 27).
Voice calls taken on an extension phone are interrupted by the fax.	• The fax may interrupt during a voice call if the reception mode is set to A.M. To prevent interruption on a tone dial extension phone, press any three keys on the extension phone after answering. (Note: Do not enter the code to activate fax reception.)
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is set to answer automatically. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see Caller ID in Chapter 7 for display messages related to Caller ID.

A.M. OFF HOOK	When the fax is in A.M. reception mode, this message appears when the handset of an answering machine (or extension phone) connected to the fax has been lifted.
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
COVER OPEN	The print compartment cover. Close it.
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*.
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. After you fix the problem, press the **START** key to print out the fax.
FILM END	The imaging film may need replacement. Check the film and replace if necessary.
FUNCTION MODE	The **FUNCTION** key has been pressed.
HOLD	The **HOLD/SEARCH** key has been pressed to put the other party on hold during a phone conversation. Press the **HOLD/SEARCH** key again to take the other party off hold, or simpley lift the handset if was placed on the cradle after initially pressing the **HOLD/SEARCH** key.
LINE ERROR	Transmission or reception was not successful. Press the **STOP** key to clear the message and then try again. If the error persists, see *Line Error* on page 91.

MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see *Substitute Reception to Memory* on page 53). If you are attempting to transmit from memory, see *If the memory becomes full* on page 76.
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.
NO DATA	This appears if you attempt to search for an automatic dialling number when none have been stored.
NO # STORED	You have tried to dial or clear a Rapid Key or Speed Dial number that hasn't been programmed (a full number hasn't been assigned to it).
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the **STOP** key to clear the message.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax machine is waiting for you to dial.
OUT OF PAPER	You are out of printing paper. Load paper as explained in *Loading Printing Paper* on page 19.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
PAPER JAMMED	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.

RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See page 41.)
SEARCH DIAL	The **HOLD/SEARCH** key has been pressed. Press **#** or **✱** to search for an automatic dialling number, or press the **STOP** key to return to the date and time display. (See *Searching for an auto-dial number* on page 40.)
SET PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the **START** key. If there is paper in the tray, make sure it is inserted correctly and then press the **START** key.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

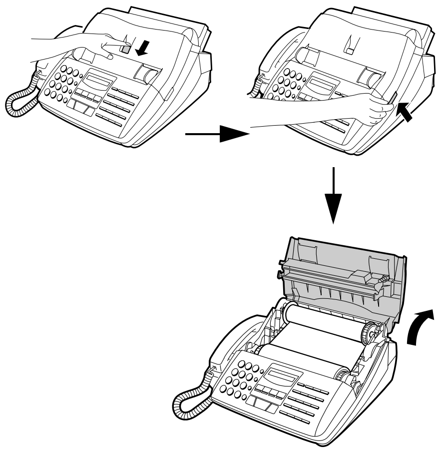
Clearing Paper Jams

Clearing a jammed document

If a document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START** key. If the document doesn't feed out, open the operation panel (grasp the front edge at the "PANEL RELEASE" mark and pull up) and pull it out gently.

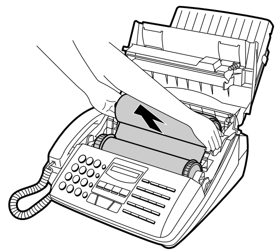
Clearing jammed printing paper

1 Press the release marked OPEN and open the print compartment cover.

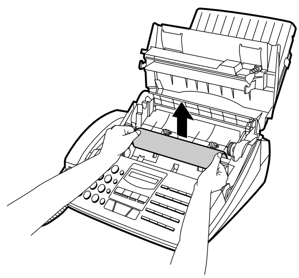


Caution! The printing head (the strip of metal on the underside of the frame) applies heat to the printing film. It may be hot if a document has just been printed.

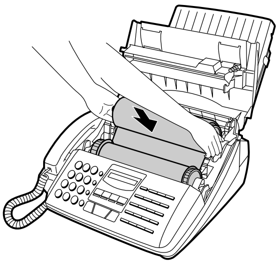
2 Remove the imaging film from the printing compartment and set it on a sheet of paper.



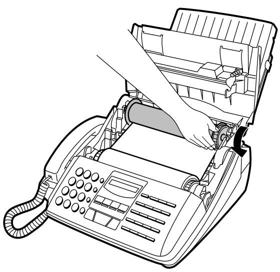
3 Gently pull the jammed paper out of the printing compartment.



4 Replace the imaging film, making sure that the flange goes into the rear slot on the left side of the printing compartment. Also, make sure that the right, rear gear engages with the gear below it.

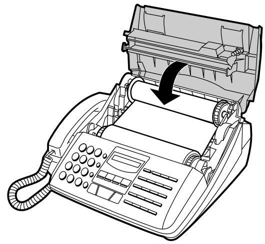


5 Wind the film slightly (rotate the gear on the right side of the rear spool) so that there is no slack in the film. Make sure that both edges of the film wind onto the spool evenly.



6 Close the print compartment cover, making sure it clicks into place.

Caution!
Close the cover slowly to make sure it doesn't pinch your fingers**.**



Index

快速參考指南

輸入您的姓名與號碼

註：膠卷與紙張必須先裝入傳真機中以執行以下操作。

1.按下： FUNCTION 3 # #

顯示幕上將會顯示： OWN NUMBER SET

（設定本機號碼）

2.按下： START

3.透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。

- 要在數字之間插入空格，請按下 # 鍵。
- 如果輸入錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以退回並清除錯誤。

4.按下： START

5.透過按下相應的數字鍵來輸入您的姓名，如下所示。

SPACE = 1 1	J = 5 5	T = 8 8
A = 2 2	K = 5 5 5	U = 8 8 8
B = 2 2 2	L = 5 5 5 5	V = 8 8 8 8
C = 2 2 2 2	M = 6 6	W = 9 9
D = 3 3	N = 6 6 6	X = 9 9 9
E = 3 3 3	O = 6 6 6 6	Y = 9 9 9 9
F = 3 3 3 3	P = 7 7	Z = 9 9 9 9 9
G = 4 4	Q = 7 7 7	move → = SPEAKER
H = 4 4 4	R = 7 7 7 7	move ← = HOLD/SEARCH
I = 4 4 4 4	S = 7 7 7 7 7	

- 要變更字母的大小寫，請按下 REDIAL（**重撥**）鍵。按下 # 或 * 以捲動尋找符號與特殊字元。

6. 在完成後，請按下： START STOP

設定日期與時間

註：膠卷與紙張必須先裝入傳真機中以執行以下操作。

1.按下： FUNCTION 3 * * *

顯示幕上將會顯示： DATE & TIME SET

（設定日期與時間）

2.按下： START

3.輸入表示日期的兩位數（01 至 31）。

4.輸入表示月份的兩位數（01 至 12）。

5.輸入表示年份的四位數（例如：2001）。

6.輸入表示小時的兩位數（00 至 23）與表示分鐘的兩位數（00 至 59）。

7.在完成後，請按下： START STOP

儲存與清除自動撥號號碼

註：膠卷與紙張必須先裝入傳真機中以執行以下操作。

1.按下： FUNCTION 3 #

顯示幕上將會顯示： FAX/TEL # MODE

（傳真 / 電話號碼模式）

2.按下 1 以儲存號碼，或按下 2 以清除號碼。

3.透過按下數字鍵來輸入 2 位數號碼（從「01」至「99」）。這即爲快速撥號號碼。（如果您要清除號碼，請移至步驟 7。）

4.輸入完整的傳真 / 電話號碼。

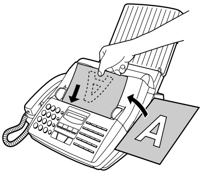
5.按下： START

6.透過按下數字鍵來輸入位置的名稱（請參閱輸入您的姓名與號碼中的字母輸入表）。

7.按下： START STOP

傳送傳真

請將您的文件（最多 20 頁）正面朝下的放入文件送紙器。



正常撥號

1.拿起聽筒或按下 

2.撥打傳眞號碼。

3.等待接收訊號。（如果有人接聽，請對方按下其傳眞機上的 START〔開始〕鍵。）

4.按下： 

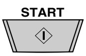
快速鍵撥號

按下相應的快速鍵（如果快速鍵是從 20 至 38，請先按下 SHIFT〔**移位**〕**鍵**）。
傳眞機將自動開始傳送。

快速撥號

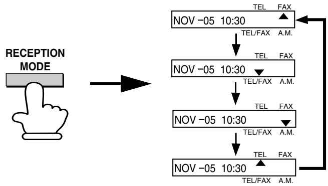
1.按下： 

2.輸入 2 位數快速撥號號碼。

3.按下： 

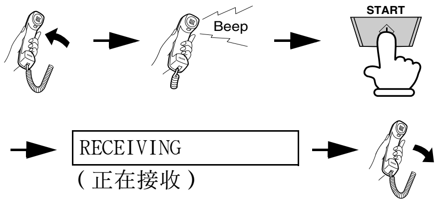
接收傳真

按下 RECEPTION MODE（**接收模式**）鍵，直到顯示幕上出現的內容指向所要的接收模式。



FAX （**傳眞**）**模式：**傳眞機會在兩次響鈴後自動接聽呼叫，並接收傳送進來的文件。

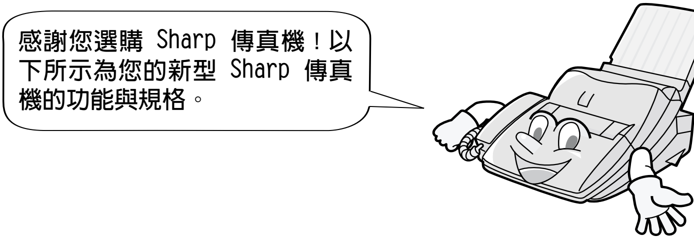
TEL （**電話**）**模式：**



TEL/FAX （**電話／傳眞**）**模式：**此模式均適用於接收傳眞與接聽語音來電。在接收到呼叫時，傳眞機將偵測該呼叫是否爲語音來電（包括手動撥號的傳眞），或自動撥號傳眞。

A.M. （**電話答錄機**）**模式：**在電話答錄機已連接至傳眞機且已開啓時選擇此模式。

簡介



自動撥號	快速鍵撥號：38 個號碼 快速撥號：61 個號碼
膠卷	**首次使用的膠卷**（隨傳眞機附送）： 約爲 60 張 A4 尺寸的頁面 **更換用膠卷：** FO-15CR（一個膠卷可用於約 500 張 A4 尺寸的頁面）
記憶體大小 *	512 KB（ECM 功能關閉時平均約爲 30 頁）
數據機速度	14,400 bps，自動降回到 2,400 bps。
傳送時間 *	約爲 6 秒
解像度	**水平：**8 像素 / 公釐 **垂直：** 標準：3.85 行 / 公釐 精細 / 半色調：7.7 行 / 公釐 精緻：15.4 行 / 公釐
自動文件送紙器	最多 20 頁
記錄系統	感熱式
半色調（灰階）	64 階
顯示幕	7 × 5 點、1 行 16 位數的顯示幕

* 根據 ITU-T 測試圖表 #1，在 Sharp 特殊模式下的標準解像度（不包括通訊協定訊號時間，即僅限於 ITU-T 相位 C 時間）。

供紙托架容量	200 張
壓縮方案	MR、MH、MMR
適用的電話線路	公用交換電話網路
相容性	ITU-T（CCITT）G3 模式
輸入文件尺寸	**自動送紙：** 寬度：148 至 216 公釐 長度：128 至 279 公釐 **手動送紙：** 寬度：148 至 216 公釐 長度：128 至 1000 公釐
有效掃瞄寬度	最寬 210 公釐
有效打印寬度	平均 204 公釐
對比度控制	自動／深色可調式
接收模式	TEL/FAX（電話 / 傳真）、TEL（電話）、FAX（傳真）、A.M.（電話答錄機）（註：A.M.〔電話答錄機〕模式用於連接電話答錄機）
複印功能	單張／多張／分頁（99 份／頁）
電話功能	是（如果發生電源故障將無法使用）
電源要求	220 – 240 V，交流電，50/60 Hz
作業溫度	5 – 35°C
濕度	最大：80% RH
耗電量	待機：2.6 W 最大：115 W
尺寸	寬度：365 公釐 長度：482 公釐（包括附件） 高度：270 公釐（包括附件）
重量	約為 4.8 公斤

秉持著不斷改善的原則，Sharp 保留對產品改良的設計與規格變更的權利，恕不另行通知。以上列出的效能規格數據均為生產單元的標稱值。在個別生產單元中，上述值可能存在一些偏差。

重要的安全資訊

請勿拆裝此傳真機或嘗試執行本操作手冊中未述及的步驟。請將所有傳真機的維修工作交由合格的維修人員處理。

請勿在附近有水的地方或您濕透時安裝或使用傳真機。例如，不要在浴缸、洗臉盆、廚房洗槽、洗衣盆、潮濕的地下室或游泳池附近使用傳真機。請勿將任何液體濺到傳真機上。

如果發生以下任何一種情況，請先從電源插座與電話插座上拔下傳真機的插頭，然後洽詢合格的維修人員：
－液體濺入傳真機內或傳真機淋到雨或沾到水。
－傳真機發出異味、冒煙或發出不正常的噪音。
－電源線磨損或損壞。
－傳真機摔落或機殼損壞。

切勿將任何物品放置在電源線上，亦不要將傳真機安裝在電源線會被踩到的地方。

本傳真機只能連接至 220 – 240 V，50/60 Hz 的接地型（3 叉腳）電源插座上。將傳真機連接至任何其他類型的電源插座將損壞機器，並致使保固失效。

決不要將任何物品插入傳真機上的插槽或開口處，這可能會導致火災或觸電的危險。如果有物品掉入傳真機內而您無法將它取出，請立即拔下傳真機的電源插頭，然後洽詢合格的維修人員。

請勿將傳真機放置在不平穩的推車、支架或桌子上。如果傳真機摔落，則可能會造成嚴重的損壞。

切勿在雷雨天氣安裝電話線。

切勿在潮濕的地方安裝電話插座，除非插座專門設計用於潮濕的地方。

切勿觸摸裸露的電話線或接線端，除非已中斷電話線路與網路介面的連接。

在安裝或修改電話線路時請小心。

避免在雷雨天氣使用電話（無線電話除外）。否則，可能會因閃電而導致觸電的危險。

切勿在瓦斯洩漏的現場附近使用電話報告洩漏事故。

請務必將電源插座安裝在靠近設備且易於插接或拔除的地方。

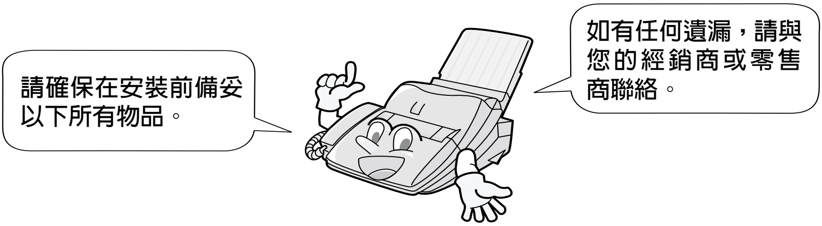
重要事項：

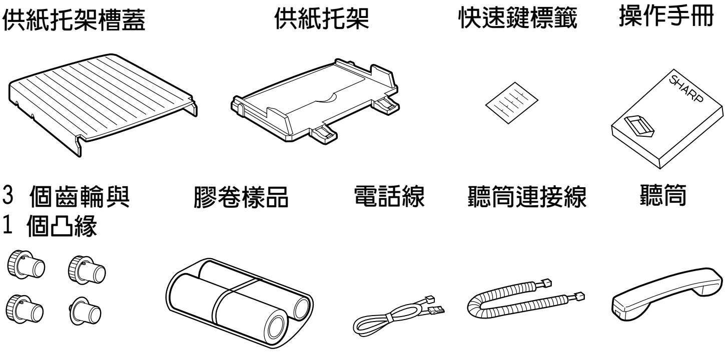
- ♦本傳眞機不能用於具有來電等待、來電轉接或您的電話公司提供的某些其他特殊服務的線路上。如果您嘗試將傳眞機與以上任何一項服務一起使用，則在傳送和接收傳眞訊息時您可能會遇到問題。
- ♦本傳眞機與數位電話系統不相容。

目錄

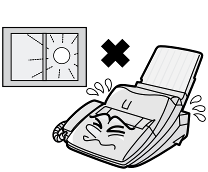
1. 安裝

拆箱核對清單

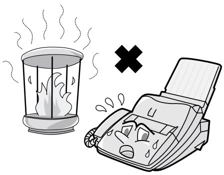




安裝注意事項



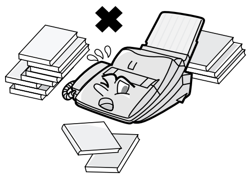
請勿將傳真機放置在陽光直接照射的地方。



請勿將傳真機放置在靠近暖氣裝置或空調設備的地方。



勿使傳真機沾上灰塵。

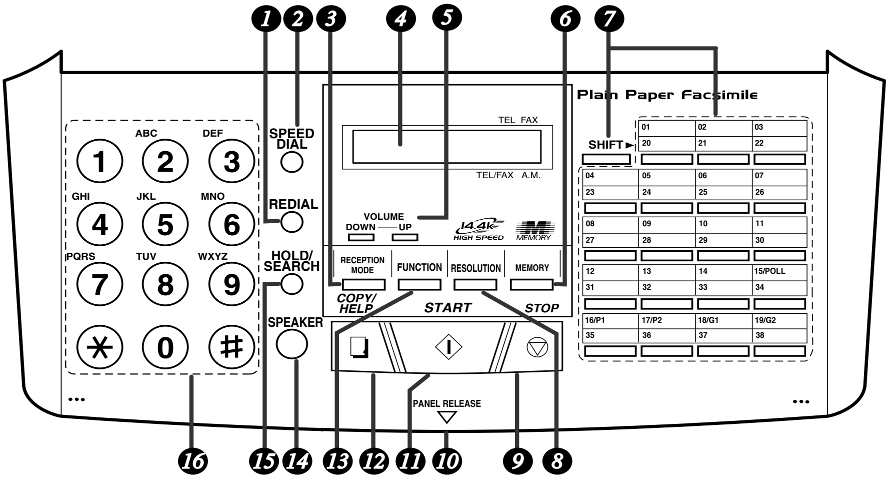


保持傳真機周圍的清潔。

關於冷凝

如果將傳眞機從較寒冷的地方移至較溫暖的地方，傳眞機的掃瞄鏡上可能形成冷凝，這會影響傳送文件時的正常掃瞄。要清除冷凝，請開啓電源並等候約兩個小時後才使用傳眞機。

操作面板概覽



1 REDIAL（**重撥**）**鍵**
按下此鍵以自動重撥最後撥打的號碼。

2 SPEED DIAL（**快速撥號**）**鍵**
按下此鍵以使用縮寫的 2 位數快速撥號號碼來撥打傳真或語音號碼。

3 RECEPTION MODE（**接收模式**）**鍵**
按下此鍵以選擇接收模式。

4 **顯示幕**
在作業與設定過程中顯示相關的訊息與提示。

5 VOLUME（**音量**）**鍵**
按下此鍵以在按下 SPEAKER（**喇叭**）鍵後調整喇叭音量，或在平時調整響鈴器音量。

6 MEMORY（**記憶體**）**鍵**
按下此鍵以在傳送文件之前將其掃瞄至記憶體中。

7 **快速撥號鍵**
按下其中的一個鍵以自動撥打傳真號碼。要撥打快速鍵底下的號碼，請在按下快速鍵之前先按下 SHIFT（**移位**）**鍵**。

8 RESOLUTION（**解像度**）**鍵**
按下此鍵以調整傳真或複印的解像度。

9 STOP（**停止**）**鍵**
按下此鍵以取消尚未完成的作業。

10 **面板釋放裝置**
握住此手柄並朝您的方向拉動以打開操作面板。

⓫ START（**開始**）**鍵**
在使用快速撥號、鍵盤直接撥號或正常撥號時，按下此鍵以開始傳送。

⓬ COPY/HELP（**複印 / 說明**）**鍵**
如果送紙器中裝有文件，則按下此鍵以複印文件。在任何其他情況下，按下此鍵以打印說明清單（操作傳眞機的快速參考指南）。

⓭ FUNCTION（**功能**）**鍵**
按下此鍵以選擇各種特殊的功能。

⓮ SPEAKER（**喇叭**）**鍵**
按下此鍵以在傳送文件時，透過喇叭來聆聽線路與傳眞訊號。
註：這不是免持聽筒電話。您必須拿起聽筒才可與對方通話。

⓯ HOLD/SEARCH（**暫停 / 搜尋**）**鍵**
按下此鍵以搜尋自動撥號號碼；在通話時按下此鍵，可將對方置於等候狀態。

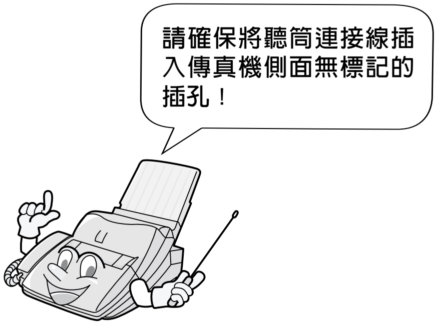
⓰ **數字鍵**
使用這些鍵以進行撥號，並在儲存自動撥號號碼時輸入數字與字母。

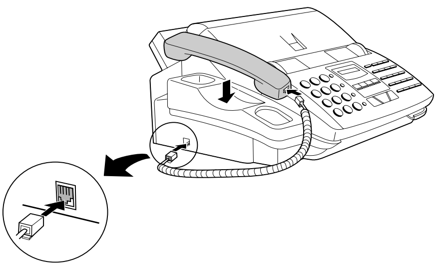
連接

連接聽筒

連接聽筒（如圖所示）並將其置於聽筒架上。

♦聽筒連接線的兩端均相同，因此它們可插入任何一個插孔。



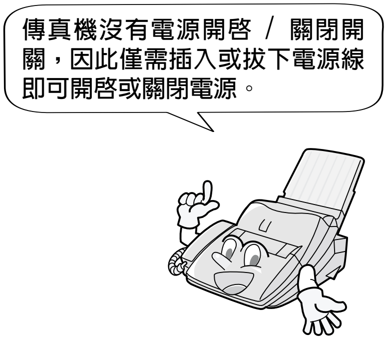


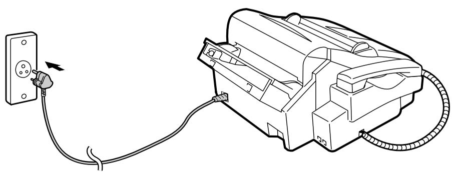
您可使用聽筒來撥打一般電話，或手動傳送與接收傳真。

連接電源線

將電源線插入 220 – 240 V，50/60 Hz 的接地型交流電（3 叉腳）插座。

注意！
請勿將電源線插入任何其他類型的插座。這將損壞傳真機，且該損毀將不在保固所涵蓋的範圍內。

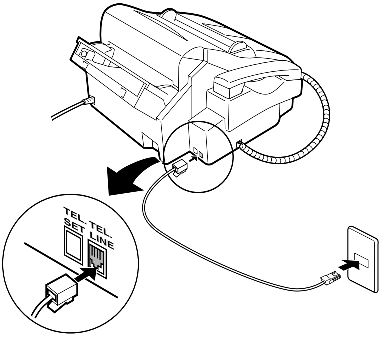




註：如果您所在的地區經常發生閃電或電湧事故，我們建議您爲電源與電話線路安裝電湧保護器。您可在大多數的電話專賣店裏購買到電湧保護器。

連接電話線

將電話線的一端插入傳眞機背面標記爲 TEL.LINE（**電話線路**）的插孔中，然後將另一端插入標準的（RJ11C）單線路牆上電話插座中。

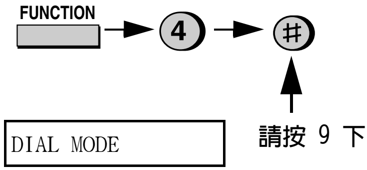




關於撥號模式：

傳眞機已設定爲按鍵式撥號。如果您正在使用撥盤式撥號線路，您必須將傳眞機設定爲撥盤式撥號。請按下操作面板上的按鍵（如下所示）：

1 按下這些鍵：



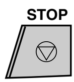
（撥號模式）

2 按下 1 以選擇按鍵式撥號，或按下 2 以選擇撥盤式撥號。

TONE（**按鍵式**） PULSE（**撥盤式**）

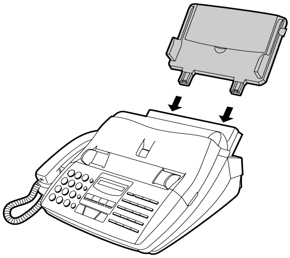


3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



附件

將供紙托架插入傳真機的背面（如下所示）。

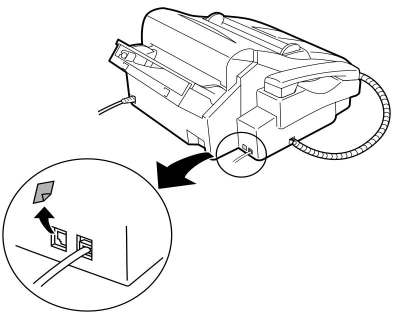


分機（可選的）

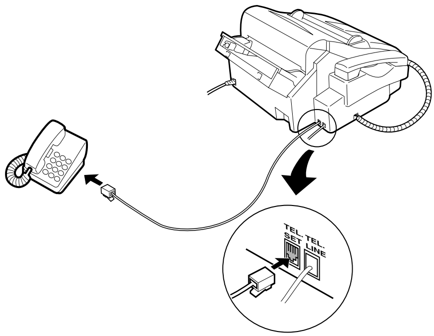
如有必要，您可將分機連接至傳真機上的 TEL.SET（**電話設定**）插孔。

♦ 要將電話答錄機連接至您的傳真機，請參閱第 6 章連接電話答錄機（第 58 頁）。

1 取下覆蓋 TEL.SET（**電話設定**）插孔的封條。

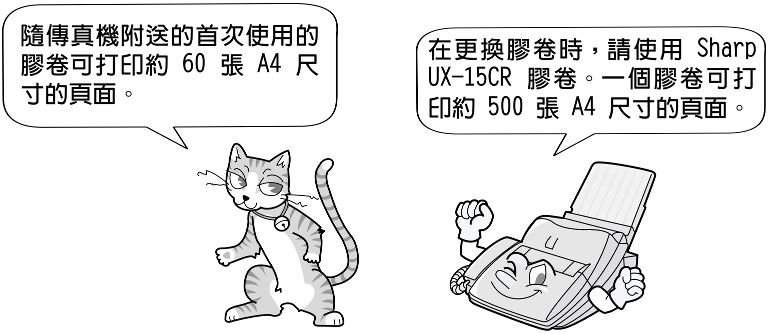


2 將分機電話線連接至 TEL.SET（**電話設定**）插孔。

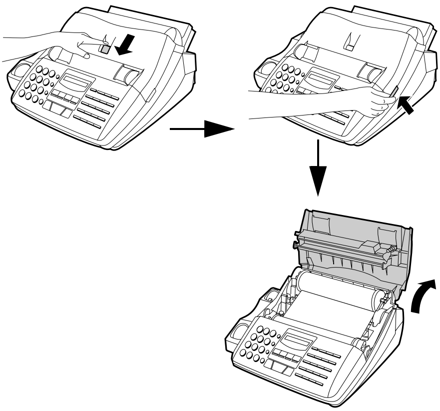


裝入膠卷

傳眞機使用膠卷產生要打印的文字與影像。傳眞機中的印字頭會將熱量傳至膠卷，以使油墨轉印至紙張上。請執行以下步驟以裝入或更換膠卷。

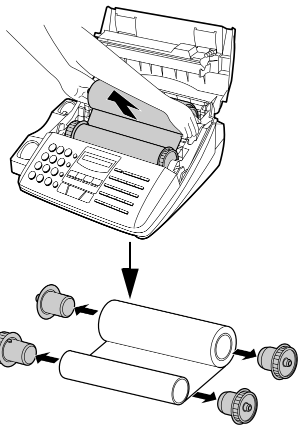


1 按下標記爲 OPEN（**打開**）的釋放裝置並打開打印槽蓋。



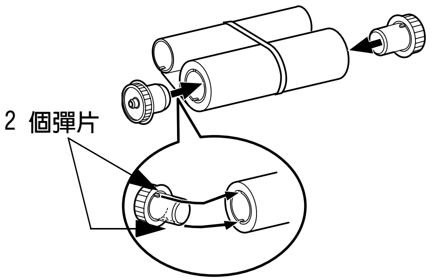
注意！
印字頭（打印槽蓋下面的金屬片）會將熱量傳至打印膠卷。如果剛剛打印過文件，則它可能會很熱。

2 如果您要更換膠卷，請從打印槽中取出舊的膠卷，然後從捲軸兩端取出三（3）個綠色齒輪與綠色凸緣。**切勿丟棄綠色齒輪與綠色凸緣！**

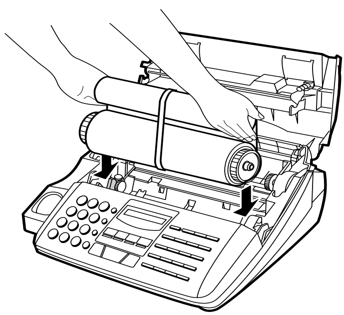


3　從包裝中取出新的膠卷，然後將傳真機隨附的兩個齒輪插入膠卷捲軸的兩端。請確保齒輪上的兩個彈片正確卡入捲軸兩端的插槽內。

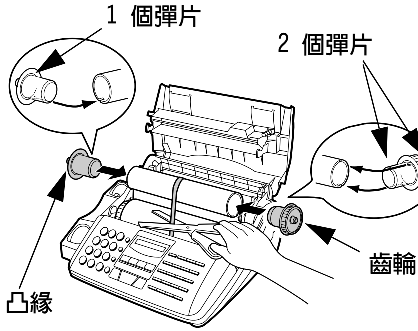
- 此時請勿剪斷將捲軸固定在一起的鬆緊帶。



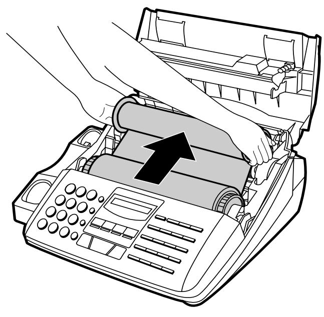
4　握住空捲軸，以使僅具有一個插槽的末端朝左，然後將捲軸向下放入打印槽的前方。膠卷捲軸兩端的齒輪應卡入打印槽兩側的插槽內。



5　用剪刀剪斷將捲軸固定在一起的鬆緊帶並將其取出。將剩餘的齒輪插入空捲軸的右端，然後將凸緣插入空捲軸的左端。確保齒輪與凸緣上的彈片卡入捲軸兩端的插槽內（齒輪具有兩個彈片，而凸緣具有一個彈片）。

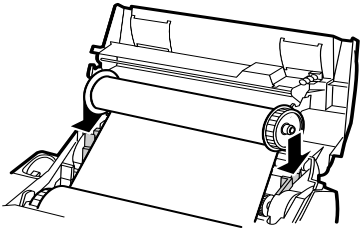


6　將空捲軸朝著打印槽的背面拉動，並在拉動時鬆開膠卷。

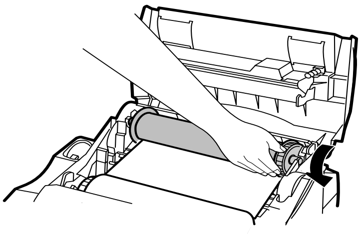


7 將空捲軸插入打印槽背面，以使齒輪與凸緣卡入打印槽兩側的插槽內。

- 請確保該齒輪與在其下的齒輪嚙合。

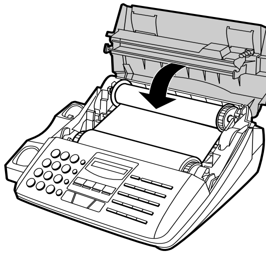


8 稍微捲回膠卷（轉動空捲軸右側的齒輪）以使膠卷不會過於鬆散。請確保膠卷兩邊均勻地捲回捲軸上。



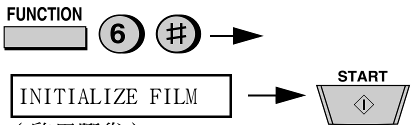
9 合上打印槽蓋，並確保其卡入定位。

注意！
慢慢合上槽蓋以確保它不會夾到您的手指。



10 將紙張裝入供紙托架，然後按下以下按鍵來啓用膠卷。

註：您必須先裝入紙張，然後才可啓用膠卷。要裝入紙張，請參閱裝入打印紙。



（啓用膠卷）

何時更換膠卷

請在顯示幕上顯示以下訊息時更換膠卷：

```
FILM END
```

（膠卷已用完）

請使用以下可從您的經銷商或零售商處購買到的膠卷：

Sharp FO-15CR **膠卷**

注意！
使用膠卷打印的文件之文字在用過的膠卷上仍然可見。如果打印的是機密資訊，請適當處理膠卷。

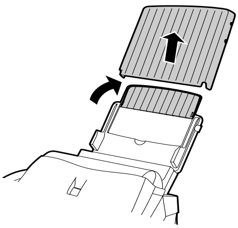
裝入打印紙

供紙托架裝有用來打印接收到的文件與複印件之紙張。您最多可在托架中裝入 200 張 A4 大小的紙張（60 至 75 g/m^2）。使用的紙張越重，您可裝入的紙張就越少。紙張的最大容許重量爲 90 g/m^2。

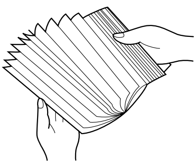
註：在接收或複印文件時，切勿讓文件接收托架堆積超過 100 頁的文件。否則，輸出口可能會堵塞並導致夾紙。

注意！
切勿使用已打印過的紙張之空白頁面。

1 如果在供紙托架上有供紙槽蓋，請將其取下。

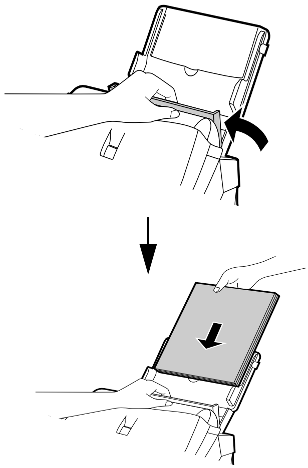


2 來回翻動紙張，然後在平面上輕垛紙疊的邊緣以使其整齊。



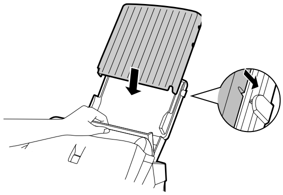
3 朝您的方向拉動紙張釋放擋板，然後將紙疊放入托架（打印面朝下）。

- 在增添新的紙張之前，如果供紙托架中尚有紙張，請將其取出並與新的紙張一起整理成一疊。



4 將供紙槽蓋裝回供紙托架。

重要事項：請務必先裝回供紙槽蓋，再將紙張釋放擋板向下推回。

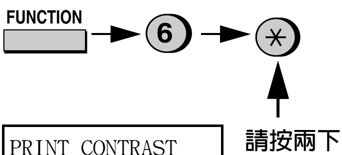


註：如果在複印或接收傳眞時顯示幕上交替顯示以下訊息，請檢查供紙托架。如果托架是空的，請添加紙張，然後按下 START（**開始**）鍵。如果托架中有紙張，請確保紙張已正確裝入，然後按下 START（**開始**）鍵。

SET PAPER &	（裝入紙張並）
PRESS START KEY	（按下 START〔開始〕鍵）

5 您的傳眞機在出廠時已設定爲以正常對比度打印。取決於所裝入的紙張類型，您可透過將設定值變更爲 LIGHT（淡）以獲得較佳的打印品質。

按下這些鍵：



PRINT CONTRAST

（打印對比度）

按下 1 以選擇 NORMAL（正常）或 2 以選擇 LIGHT（淡）。

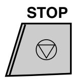
NORMAL（**正常**）　LIGHT（**淡**）



COPY CUT-OFF

（中斷複印）

按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



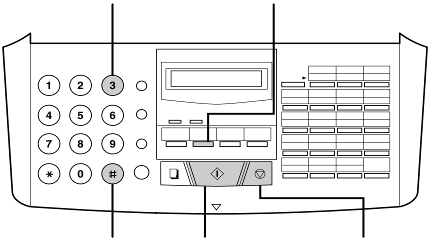
輸入您的姓名與傳真號碼

在開始使用傳真機之前，您必須先輸入您的姓名與傳真（電話）號碼。此外，您也需要設定日期與時間。



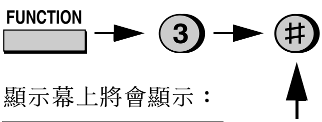
一旦您輸入此資訊，它將自動出現在您傳送的每一頁文件之頂端。





註：在輸入您的姓名與傳眞號碼之前，必須先裝入膠卷與打印紙。

1 按下這些鍵：

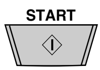


顯示幕上將會顯示：

```
OWN NUMBER SET
```

（設定本機號碼）

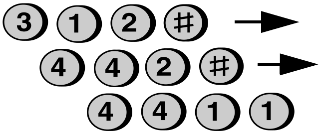
2 按下 START（**開始**）鍵。




```
ENTER FAX #
```

（輸入傳眞號碼）

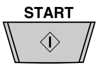
3 透過按下數字鍵來輸入您的傳真號碼（最多 20 位數）。



（範例）

- 要在數字之間插入空格，請按下 # 鍵。要插入「+」，請按下 ∗ 鍵。
- 如果輸入錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以退回並清除錯誤。

4 按下 START（**開始**）鍵以將傳真號碼輸入記憶體中。



顯示幕上將會顯示：

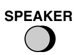
ENTER YOUR NAME

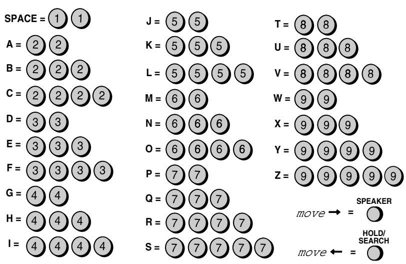
（輸入您的姓名）

5 透過按下代表每個字母的數字鍵（如下圖所示）來輸入您的姓名。您最多可輸入 24 個字元。

範例：

SHARP = 77777 444 22 7777 77

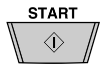




- 要連續輸入需要同一按鍵的兩個字母，請在輸入首字母後按下 SPEAKER（**喇叭**）鍵。
  （按下 SPEAKER〔**喇叭**〕鍵可向前移動游標，按下 HOLD/SEARCH〔**暫停／搜尋**〕鍵可向後移動游標。）
- 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。
- 要變更字母的大小寫，請按下 REDIAL（**重撥**）鍵。
- 要輸入以下其中一個符號，請重複按下 # 鍵或 ∗ 鍵：
  . / ! " # $ % & ' ( ) ∗ + , - : ; < = > ?
  @ [¥] ^ _ ' { | } → ←

游標：顯示幕上的黑色方塊，表示即將在此處輸入數字或字母。

6 按下 START（**開始**）鍵。

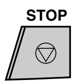


顯示幕上將會顯示：

SECURITY SELECT

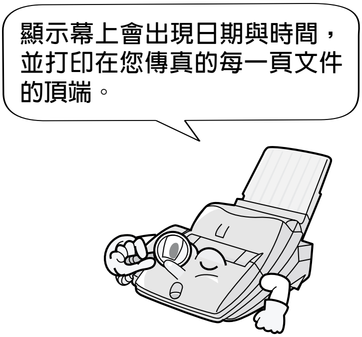
（選擇安全性）

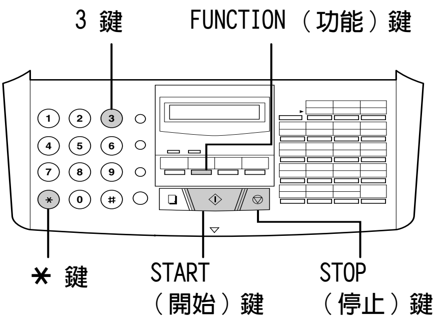
7 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



設定日期與時間

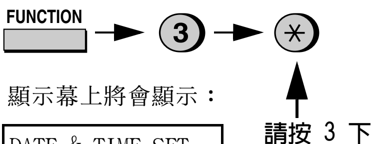
您可透過按下操作面板上的按鍵來設定日期與時間（如下所示）。





註：您必須先裝入膠卷與打印紙，然後才可設定日期與時間。

1 按下這些鍵：

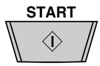


顯示幕上將會顯示：

DATE & TIME SET

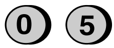
（設定日期與時間）

2 按下 START（**開始**）鍵。



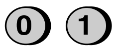
- 顯示幕上將出現目前設定的日期。

3 輸入表示日期的兩位數數字（「01」至「31」）。



範例：5 日

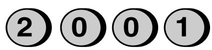
4 輸入表示月份的兩位數數字（「01」表示一月，「02」表示二月，「12」表示十二月，以此類推）。



範例：一月

- 要更正錯誤，請按下 SPEED DIAL（**快速撥號**）鍵以將游標移回至出現錯誤的位置，然後輸入正確的數字。

5 輸入年度（四位數）。



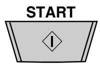
範例：2001 年

6 輸入表示小時的兩位數數字（「00」至「23」）與表示分鐘的兩位數數字（「00」至「59」）。



範例：9:25

7 按下 START（**開始**）鍵以啓動時鐘。

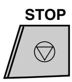


顯示幕上將會顯示：

STORE JUNK #

（儲存垃圾號碼）

8 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



設定接收模式

您的傳真機具有以下四種模式，可用來接收傳送進來的呼叫與傳真：

TEL（**電話**）模式：
此模式最適用於接聽來電。您也可接收傳眞，但是所有的呼叫均須先拿起傳眞機的聽筒或連接至同一線路的分機之聽筒才可接聽。

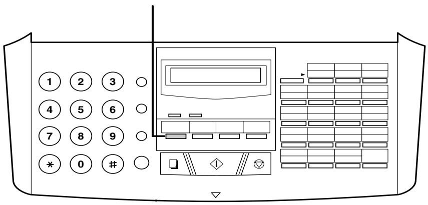
FAX（**傳眞**）模式：
如果您僅用來接收傳眞，請選擇此模式。傳眞機將在第二次響鈴時自動接聽所有呼叫並接收傳送進來的傳眞。

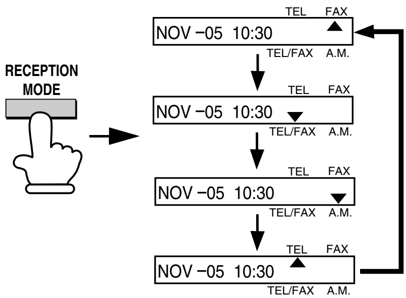
TEL/FAX（**電話 / 傳眞**）模式：
此模式均適用於接收傳眞與接聽語音來電。在接收到呼叫時，傳眞機將偵測該呼叫是否爲語音來電（包括手動撥號的傳眞），或自動撥號傳眞。如果是語音來電，傳眞機將發出特殊的鈴聲以提示您接聽。如果是自動撥號傳眞，則傳眞機將自動開始接收。

A.M.（**電話答錄機**）模式：
僅有在您已將電話答錄機連接至傳眞機時，才可使用此模式（請參閱第 6 章）。在您外出時請選擇此模式，以讓電話答錄機接聽留言及傳眞機接收傳眞。

設定接收模式

按下 RECEPTION MODE（**接收模式**）鍵，直到顯示幕上的箭頭指向所要的模式。

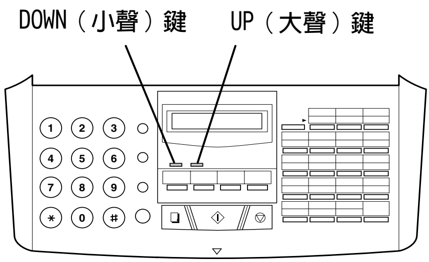




要獲得更多有關在 TEL（電話）,TEL/FAX（電話/傳眞）與 FAX（傳眞）模式中接收傳眞的資訊，請參閱第 3 章的接收文件（第 43 頁）。要獲得更多有關使用 A.M.（電話答錄機）模式的資訊，請參閱第 6 章的連接電話答錄機（第 58 頁）。

調整音量

您可使用 UP（**大聲**）與 DOWN（**小聲**）鍵來調整喇叭與響鈴器的音量。



喇叭

1 按下 SPEAKER（**喇叭**）鍵。



2 按下 UP（**大聲**）或 DOWN（**小聲**）鍵。



SPEAKER:HIGH （喇叭:高）

↕

SPEAKER:MIDDLE （喇叭:中等）

↕

SPEAKER:LOW （喇叭:低）

3 在顯示幕顯示所要的音量等級後，請按下 SPEAKER（**喇叭**）鍵以關閉喇叭。



響鈴器

1 按下 UP（**大聲**）或 DOWN（**小聲**）鍵。（請確保沒有按下 SPEAKER〔**喇叭**〕鍵。）



RINGER:HIGH （響鈴器:高）

↕

RINGER:MIDDLE （響鈴器:中等）

↕

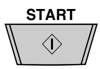
RINGER:LOW （響鈴器:低）

↕

RINGER:OFF OK ? （響鈴器:是否關閉？）

響鈴器將在選定的音量等級響鈴一次，然後顯示幕上將重新出現日期與時間。

2 如果您選定 RINGER:OFF OK ?（響鈴器：是否關閉？），請按下 START（**開始**）鍵。



2. 傳送文件

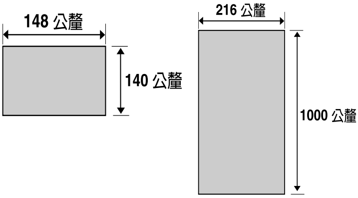
可傳送的文件

尺寸與重量

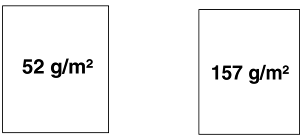
您擇選一次裝入一頁或一次裝入多頁，將決定您可在文件送紙器中裝入的文件尺寸與重量。

一次裝入一頁：

最小尺寸　　最大尺寸

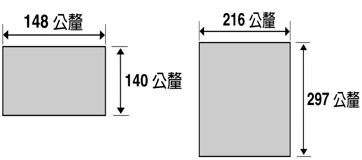


最小重量　　最大重量

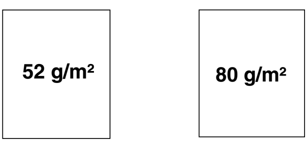


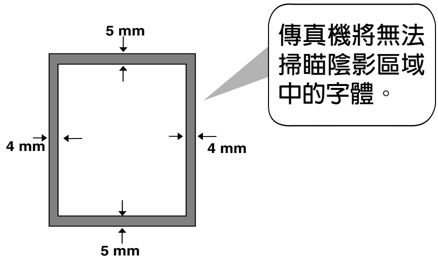
一次裝入多頁：

最小尺寸　　最大尺寸



最小重量　　最大重量





註：系統將不會掃瞄文件邊緣的字體或圖形。

其他限制

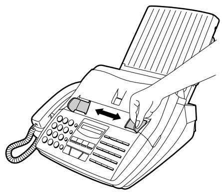
- ♦ 掃瞄器無法辨識黃色、淺黃綠色或淺藍色的墨水。
- ♦ 在文件送入文件送紙器之前，文件上的墨水、膠水與塗改液必須均已乾透。
- ♦ 在裝入送紙器之前，所有的迴形針、釘書針與圖釘均須先從文件上取下。否則，傳眞機可能會因此而損毀。
- ♦ 凡是有修補過的、含膠帶的、撕破的、小於最小尺寸的、可複寫的、易弄髒的或滑面的文件均應事先複印，然後再將副本裝入送紙器中。
- ♦ 如果文件的前緣彎曲或向上捲曲，請將其拉直，再將文件裝入送紙器。

裝入文件

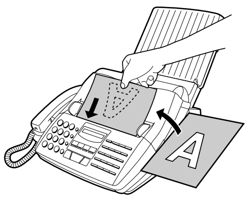
送紙器一次最多可裝入 20 頁的紙張。這些紙張將從底部頁面開始自動裝入傳真機中。

- ♦ 如果您要傳送或複印的文件超過 20 頁，您可在掃瞄最後一頁的前一刻，將附加的紙張小心地輕放在送紙器中。請勿嘗試強行推入紙張，因爲這樣可能會導致雙重送紙或夾紙。
- ♦ 如果您的文件中包含幾頁大或厚的紙張，並且這些紙張必須一次一頁地裝入，請在掃瞄前一頁的同時將下一頁插入送紙器中。請輕輕地插入以避免雙重送紙。

1 將文件導板調整至符合您的文件寬度。



2 將文件正面朝下地放置在傳真機上，並將其輕輕地推入文件送紙器。文件的頂端邊緣必須先放入傳真機中。



- 送紙器會將文件的前緣拉入傳真機中。顯示幕上將會顯示：

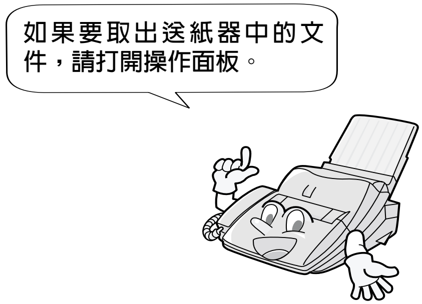
```
READY TO SEND
```

（傳送就緒）

3 如第 30 頁中的解像度與對比度所述，調整解像度與/或對比度設定值（如有必要），然後如第 32 頁中的透過正常撥號傳送傳真所述，撥打接收方傳真機號碼。

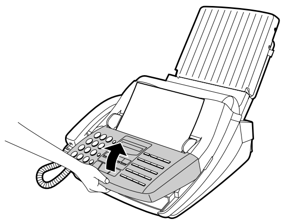


取出送紙器中的文件

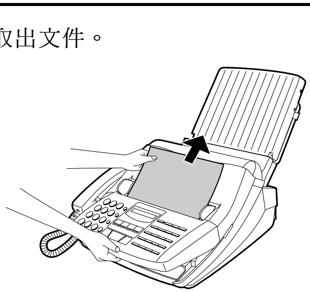


重要事項！
請勿嘗試在未打開操作面板的情況下取出文件，這可能會損壞送紙器的機件。

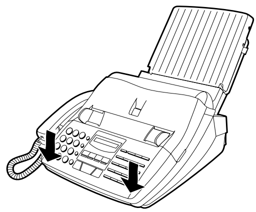
1 握住手柄並向上拉動以打開操作面板。



2 取出文件。



3 合上操作面板。



- 向下按面板前面的兩個邊角，以確保其卡入定位。

調整解像度與對比度

如有必要，您可在傳送文件之前先調整解像度與對比度。





註：解像度與對比度的設定值僅適用於傳送文件，對於接收文件則無效。

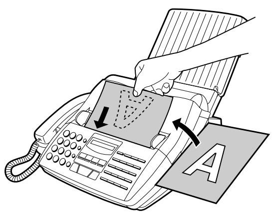
解像度設定值

STANDARD（標準）	對於一般文件，請使用 STANDARD（標準）設定值。這是最快且最經濟的文件傳送方式。
FINE（細緻）	對於含有小字體或精緻圖形的文件，請使用 FINE（細緻）設定值。
SUPER FINE（精緻）	對於含有極小字體或極精緻圖形的文件，請使用 SUPER FINE（精緻）設定值。
HALF TONE（半色調）	對於相片與插圖，請使用 HALF TONE（半色調）設定值。傳真機會將正本文件以 64 灰階陰影送出。

對比度設定值

AUTO（自動）	對於一般文件，請使用 AUTO（自動）設定值。
DARK（暗）	對於文字模糊的文件，請使用 DARK（暗）設定值。

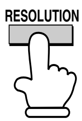
1 裝入文件。



- 您必須先裝入文件，然後才可以調整解像度與對比度。

2 按一下或多下 RESOLUTION（**解像度**）鍵，直到顯示幕上出現所要的解像度與對比度設定值。

- 在您第一次捲動解像度設定值清單時，對比度設定值為 AUTO（自動）的訊息將出現在每個解像度設定值的旁邊。在您第二次捲動尋找清單時，顯示幕上將出現對比度設定值為 DARK（暗）的訊息。



STANDARD :AUTO
（標準: 自動）

FINE :AUTO
（細緻: 自動）

SUPER FINE :AUTO
（精緻: 自動）

HALF TONE :AUTO
（半色調: 自動）

STANDARD :DARK
（標準: 暗）

FINE :DARK
（細緻: 暗）

SUPER FINE :DARK
（精緻: 暗）

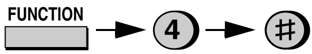
HALF TONE :DARK
（半色調: 暗）

註：如果您要使用 SUPER FINE（精緻）解像度傳送文件，那麼接收方傳真機也必須具有相同的解像度。否則，您的傳真機將自動使用另一個最適用的可選設定值。

變更預設解像度

如有必要，您可將傳送文件的預設解像度變更為 FINE（細緻）。請執行以下步驟。

1 按下這些鍵：



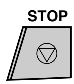
FINE PRIORITY
（預設為細緻）

2 按下 1（YES〔是〕），以將預設解像度設定為 FINE（細緻），或按下 2（NO〔否〕），以將其設定為 STANDARD（標準）。

YES（是） NO（否）



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



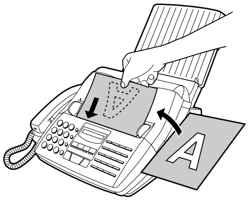
2. 傳送文件

透過正常撥號傳送傳真

若您要使用正常撥號，您可拿起聽筒（或按下 SPEAKER〔**喇叭**〕鍵），然後透過按下數字鍵進行撥號。

- ♦ 如果有人接聽，則您可先透過聽筒與他們通話，然後才傳送傳真（如果您已按下 SPEAKER〔**喇叭**〕鍵，則必須拿起聽筒來通話）。
- ♦ 正常撥號容許您聽取線路並確定對方的傳真機是否有回應。

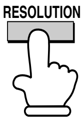
1 裝入文件。



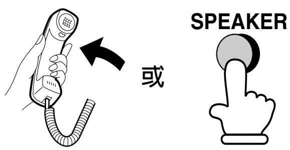
READY TO SEND

（傳送就緒）

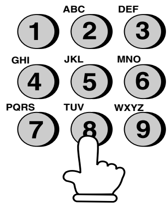
- 如有必要，請設定解像度與/或對比度。



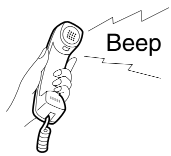
2 拿起聽筒或按下 SPEAKER（**喇叭**）鍵。聆聽撥號訊號。



3 透過按下數字鍵，撥打接收方傳真機的號碼。

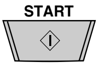


4 等待連接。取決於接收方傳真機的設定值，您將聽到傳真機接收訊號或是對方將有人接聽。



- 如果對方接聽，請他們按下其傳真機的開始鍵（如果您已按下 SPEAKER〔**喇叭**〕鍵，請拿起聽筒與他們通話）。這樣可使接收方傳真機發出接收訊號。

5 在您聽到接收訊號時，請按下 START（**開始**）鍵。如果您使用的是聽筒，請將其放回原處。



- 傳送完成後，傳真機會發出一次嗶聲。

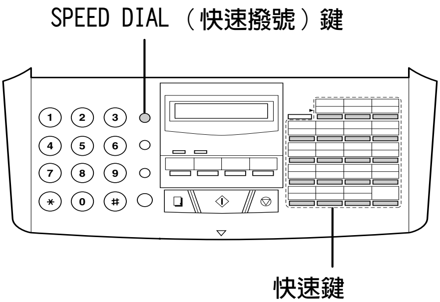
使用 REDIAL（重撥）鍵

您可按下 REDIAL（**重撥**）鍵以重撥最後一次撥打的號碼。要傳送文件，請在成功連接並聽到傳真訊號時按下 START（**開始**）鍵。請注意：在您按下 REDIAL（**重撥**）鍵後喇叭將自動啓動。

透過自動撥號傳送傳真

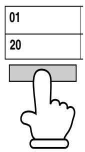
您僅需透過按下快速鍵或按下 SPEED DIAL（**快速撥號**）鍵並輸入兩位數數字，即可撥打傳眞或電話號碼。

- ♦ 要使用自動撥號，您必須先在傳眞機中儲存完整的傳眞或電話號碼。
- ♦ 在您儲存傳眞或電話號碼時，您可爲它選擇一個兩位數的快速撥號號碼。共有 99 個快速撥號號碼可供您使用。

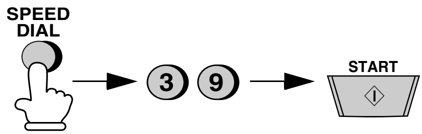


在您將號碼存入快速鍵後，請將對方的名稱寫在標籤上。

01 至 38 的快速撥號號碼為快速鍵（單鍵）撥號。

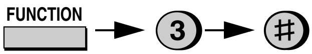


快速撥號號碼 39 至 99 為 SPEED DIAL（快速撥號）鍵撥號。



將傳真與電話號碼儲存為自動撥號

1 按下這些鍵：



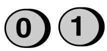
顯示	說明
FAX/TEL # MODE	（傳真 / 電話號碼模式）
1=SET,2=CLEAR	（1 = 設定，2 = 清除）

2 按下 1 鍵以選擇 SET（設定）。



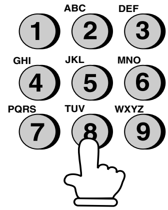
顯示	說明
FAX/TEL # SET	（設定傳真 / 電話號碼）
ENTER SPEED #	（輸入快速撥號號碼）

3 透過按下數字鍵輸入兩位數快速撥號號碼（01 至 38 為快速鍵撥號，39 至 99 為快速撥號）。



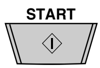
（**範例**）

4 透過按下數字鍵輸入傳真或語音號碼。
（**註**：無法輸入空格。）



- 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。
- 如果為了存取某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（**重撥**）鍵（每次暫停將持續兩秒）。暫停將以連字號顯示。您可在一列內輸入多次暫停。

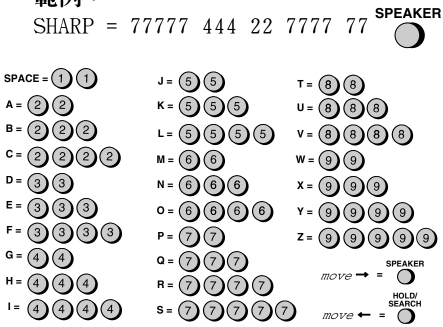
5 按下 START（**開始**）鍵。



6 透過按下如下所示的數字鍵以輸入對方的名稱。（如果您不要輸入名稱，請直接移至步驟 7。）

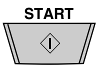
範例：

SHARP = 77777 444 22 7777 77



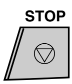
- 要清除錯誤，請按下 SPEED DIAL（**快速撥號**）鍵。
- 要連續輸入需要同一按鍵的兩個字母，請在輸入首字母後按下 SPEAKER（**喇叭**）鍵。

7 按下 START（**開始**）鍵。



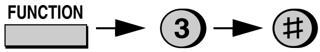
8 返回步驟 3 以儲存另一個號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 或



清除自動撥號號碼

1 按下這些鍵：



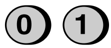
FAX/TEL # MODE （傳真 / 電話號碼模式）

1=SET,2=CLEAR （1 = 設定，2 = 清除）

2 按下 2 以選擇 CLEAR（清除）。

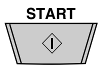


3 透過按下數字鍵來輸入您要清除的快速撥號號碼。



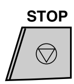
（**範例**）

4 按下 START（**開始**）鍵。



5 返回步驟 3 以清除另一個號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 或



變更號碼

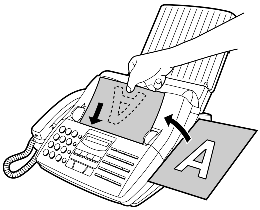
要變更之前儲存的號碼，請重複執行設定步驟。請選擇您要在步驟 3 中變更的快速鍵或快速撥號號碼，然後當它們在步驟 4 與 6 中出現在顯示幕上時，變更號碼與 / 或名稱。

註：傳真機使用的是鋰電池，可在電源關閉時將自動撥號號碼與其他設定的資料儲存在記憶體中。在電源關閉時，所消耗的主要是電池電能。如果電源一直關閉，則電池的使用壽命大約為 5 年。如果電池電能已耗盡，請洽詢您的經銷商或零售商以將其更換。請勿嘗試自己更換。

快速鍵撥號

如果您要撥打的號碼已儲存為用於自動撥號的快速撥號號碼（從 01 至 38），您可透過按下相應的快速鍵撥打此號碼。

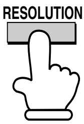
1 裝入文件。



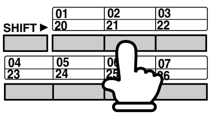


（傳送就緒）

- 如有必要，請設定解像度與/或對比度。

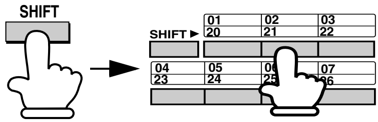


2 按下與所要的快速撥號號碼對應的快速鍵。



範例：要撥打快速撥號號碼 02，請按下快速鍵 02/21。

- 顯示幕上將會出現接收方的名稱。如果沒有儲存任何名稱，則顯示幕上將會出現傳真號碼。（如果名稱或號碼錯誤，請按下 STOP〔**停止**〕鍵。）
- 如果快速撥號號碼是從 20 至 38 的數字，請按下 SHIFT（**移位**）鍵，然後按下快速鍵。



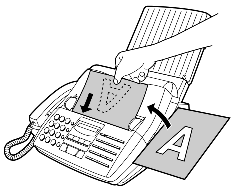
範例：要撥打快速撥號號碼 21，請按下 SHIFT（移位）鍵，然後按下快速鍵 02/21。

- 一旦建立連接，傳真機將自動傳送文件。

快速撥號

您可使用快速撥號來撥打任何已儲存為自動撥號的號碼。

1 裝入文件。



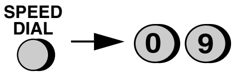


（傳送就緒）

- 如有必要，請設定解像度與/或對比度。



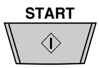
2 按下 SPEED DIAL（**快速撥號**）鍵，然後透過按下數字鍵來輸入快速撥號號碼。



（**範例**）

- 要輸入 1 至 9 的數字，請先輸入 0，然後再輸入該數字。

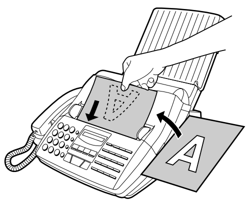
3 檢查顯示幕。如果顯示幕上顯示的名稱或號碼正確，請按下 START（**開始**）鍵。（否則，請按下 STOP〔**停止**〕鍵，然後重複步驟 2。）



鍵盤直接撥號

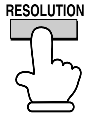
您也可使用數字鍵來輸入完整的號碼，然後按下 START（**開始**）鍵以開始撥號。如果您無需在傳真前和對方通話，您可使用此方法撥打完整的號碼。

1 裝入文件。

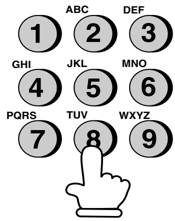


READY TO SEND
（傳送就緒）

- 如有必要，請設定解像度與/或對比度。

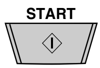


2 透過按下數字鍵來輸入接收方傳真機的號碼。



- 如果爲了存取某項特殊服務或接通外線而需在任何數字之間暫停，請按下 REDIAL（**重撥**）鍵（每次暫停將持續兩秒）。暫停將以連字號顯示。您可在一列內輸入多次暫停。

3 檢查顯示幕。如果顯示幕上顯示的接收方傳真機號碼正確，請按下 START（**開始**）鍵。

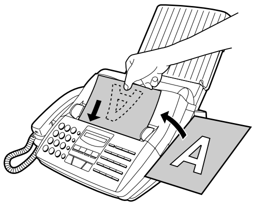


- 如果不正確，請按下 STOP（**停止**）鍵以退回並清除（每按一次清除一個數字），然後重新輸入正確的數字。

搜尋自動撥號號碼

如果您忘記爲特定傳眞號碼設定的快速鍵或快速撥號號碼，您可透過執行以下步驟來搜尋該號碼。一旦找到該號碼，您僅需透過按下 START（**開始**）鍵即可撥號並傳送已裝入的文件。

1 裝入文件。



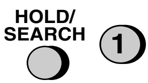
READY TO SEND

（傳送就緒）

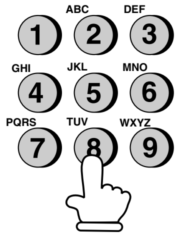
- 如有必要，請設定解像度與/或對比度。



2 按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵，然後按下 1 鍵。



3 透過按一下或多下相應的數字鍵（在英文字母下方的按鍵）來輸入已儲存名稱的首字母，直到該字母出現在顯示幕上。如果名稱以特殊字元或號碼爲首，請按下 1。



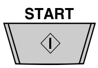
- 如果您忘記首字母，請移至步驟 4（您將從清單的開始處向下捲動尋找）。
- 如果您沒有爲該號碼儲存名稱，請按下 0。這將使您捲動清單時出現號碼而非名稱。

4 按下 # 鍵或 ✱ 鍵以捲動尋找名稱（如果您按下 0，則會捲動尋找號碼），並會在顯示幕上出現所要的名稱時停止。



- 如果儲存的名稱中沒有以所輸入的字母爲首的名稱，您將從清單中的下一個名稱（依字母順序）開始捲動。如果完全沒有儲存任何名稱/號碼，則顯示幕上將出現 NO DATA（無資料）訊息。

5 按下 START（**開始**）鍵。一旦建立連接，傳真機將自動傳送文件。



自動重撥

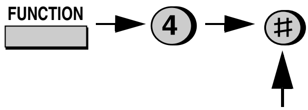
如果您在佔線時使用自動撥號功能（包括鍵盤直接撥號），則傳真機將自動重撥該號碼。傳真機將每隔五分鐘嘗試重撥兩次。

◆ 要停止自動重撥，請按下 STOP（**停止**）鍵。

自動重撥的重撥時間間隔

如有必要，您可變更傳真機嘗試自動重撥的時間間隔。

1 按下這些鍵：

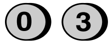


RECALL INTERVAL

（重撥時間間隔）

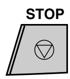
請按 4 下

2 輸入一個從 01 至 15 的 2 位數字來作爲時間間隔的分鐘數。



範例：
3 分鐘

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

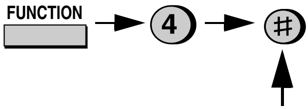


自動撥號的重撥次數

如有必要，您可變更傳真機在佔線時嘗試自動重撥的最多次數。

◆ 在某些情況下（例如，如果對方透過電話來接聽來電），自動重撥可能會在設定嘗試重撥次數之前就停止。

1 按下這些鍵：

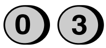


請按 5 下

```
RECALL TIMES
```

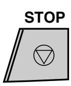
（重撥次數）

2 輸入一個從 00 至 03 的 2 位數數字來作為嘗試重撥的最多次數。



範例：
3 次嘗試

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

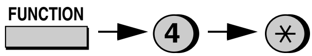


錯誤更正模式

傳真機已設定為在接收方打印傳真之前，先自動更正由於電話線路噪音而導致的任何傳送失真。此功能稱為錯誤更正模式（ECM）。ECM 適用於傳送與接收情況，但僅在對方傳真機亦具有 ECM 功能時方為有效。

如有必要，您可關閉 ECM。這樣一來，記憶體傳送與接收的可用記憶體容量將略為增加。

1 按下這些鍵：




```
ECM MODE
```

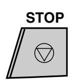
（ECM 模式）

2 按下 1 以開啓 ECM，或按下 2 以將其關閉。

YES（是）　NO（否）

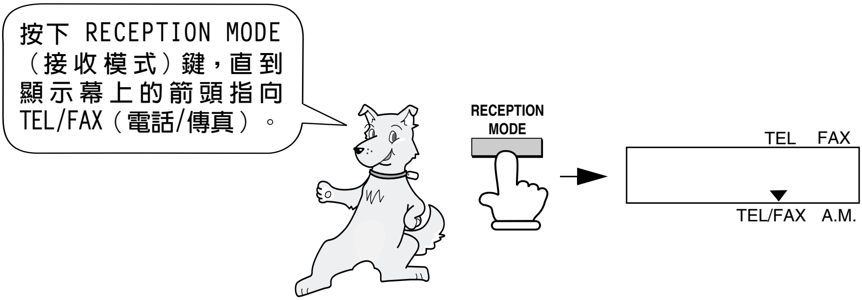


3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



3. 接收文件

使用 TEL/FAX（電話 / 傳真）模式



在接收模式設定爲 TEL/FAX（電話 / 傳眞）時，傳眞機會在 2 次響鈴後自動接聽所有呼叫。在接聽後，您的傳眞機會監視線路約 5 秒，以查看呼叫方是否正在傳送傳眞訊號。

♦ 如果您的傳眞機偵測到傳眞訊號（這表示呼叫爲自動撥號傳眞），則會自動開始接收傳送進來的文件。

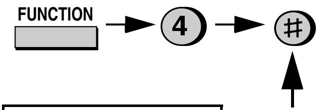
♦ 如果傳眞機沒有偵測到傳眞訊號（這表示呼叫爲語音呼叫或手動撥號傳眞），則會響鈴 15 秒（稱爲虛擬響鈴）以提示您接聽。如果您在 15 秒內沒有接聽，傳眞機將傳送傳眞訊號到對方的傳眞機，以讓呼叫方在必要時手動傳送傳眞。

註：僅有傳眞機才可透過虛擬響鈴來提示您接聽語音呼叫或接收手動撥號傳眞。連接至同一線路的分機在連接傳眞機後將不會響鈴。

Tel/Fax（電話/傳真）模式的虛擬響鈴持續時間

如有必要，您可變更 TEL/FAX（電話 / 傳眞）模式的虛擬響鈴持續時間。

1 按下這些鍵：



PSEUDO RING DUR.
（虛擬響鈴持續時間）

請按 10 下

2 按以下所示輸入表示所要的持續時間之數字：

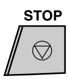
15 秒： 

30 秒： 

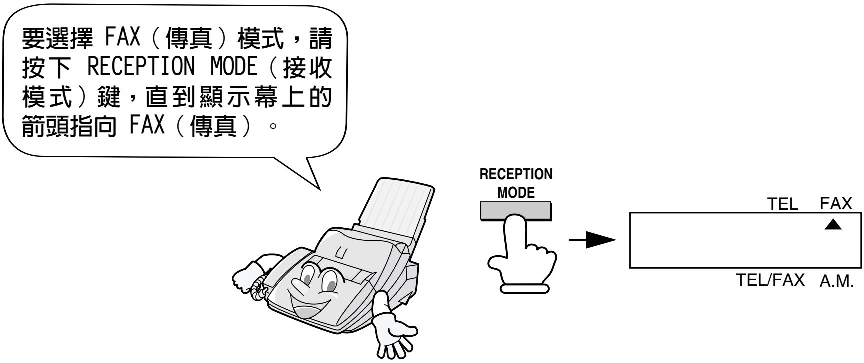
60 秒： 

120 秒： 

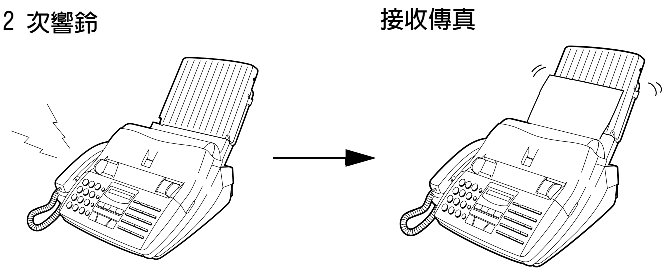
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



使用 FAX（傳真）模式



在接收模式設定爲 FAX（傳眞）時，傳眞機將會在兩次響鈴後自動接聽所有呼叫，並接收傳送進來的傳眞。

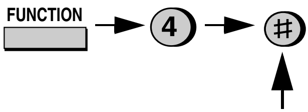


♦如果您在傳眞機接聽之前拿起聽筒，則您可與對方通話並 / 或接收文件（如第 47 頁中的使用 TEL〔電話〕模式所述）。

變更響鈴次數

如有必要，您可變更傳眞機在 FAX（傳眞）模式下接聽傳送進來的呼叫之響鈴次數。您可選擇從 2 至 5 的任何數字。

1 按下這些鍵：



請按 2 下

NUMBER OF RINGS （響鈴次數）

ENTER (2-5) (2) （輸入 [2-5] [2]）

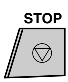
2 輸入所要的響鈴次數（從 2 至 5 的任何數字）。



範例：3 次響鈴

5 RING TEL ANS.
（5 次響鈴後接聽呼叫）

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

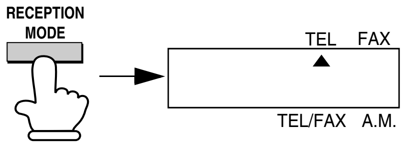


註：如果您使用特殊響鈴，則無論上述設定値如何，傳眞機將在兩次響鈴後接聽呼叫。

使用 TEL（電話）模式

要選擇 TEL（電話）模式，請按下 RECEPTION MODE（接收模式）鍵，直到顯示幕上的箭頭指向 TEL（電話）。

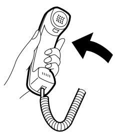




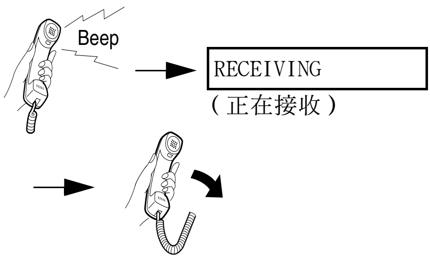
在接收模式設定為 TEL（電話）時，您必須拿起傳真機或連接至同一線路的分機之聽筒，才可以接聽所有呼叫。

使用傳真機聽筒接聽

1 在傳真機響鈴時拿起聽筒。



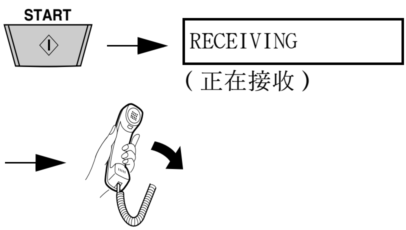
2 如果您聽到傳真訊號，請等待顯示幕上顯示 RECEIVING（正在接收）訊息，然後才將聽筒放回原處。



註：如果您已將接收傳真訊號設定值設定為 NO（否），請按下 START（**開始**）鍵以開始接收。

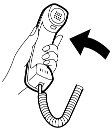
3 如果對方要與您先進行通話然後再傳送傳真，請在通話後按下 START（**開始**）鍵（請在寄件者按下他們的開始鍵之前先按下您的 START〔**開始**〕鍵）。

- 在顯示幕上出現 RECEIVING（正在接收）訊息時，請掛上聽筒。

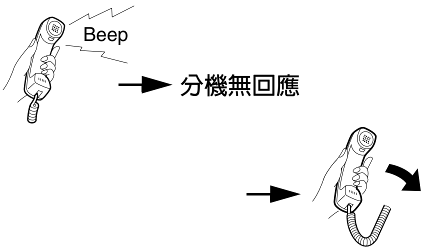


使用分機接聽

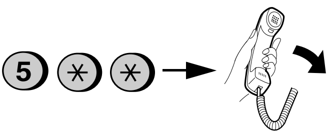
1 在分機響鈴時接聽。



2 如果您聽到柔和的傳眞訊號，請等待傳眞機回應（分機將無回應），然後再掛上聽筒。



3 如果傳眞機無回應，或者對方要先與您通話後才傳送傳眞，請依次按下分機上的 5、✱ 及 ✱（僅適用於按鍵式電話）。這將通知傳眞機開始接收傳眞。接著再掛上聽筒。



註釋：

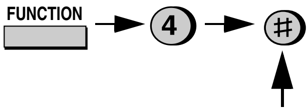
- 如果傳眞機的送紙器中已裝入文件，傳眞機將不接受開始接收的訊號（5✱✱）。
- 如果您已將接收傳眞訊號設定值設定爲 NO（否），請依次按下分機上的 5、✱ 及 ✱ 以開始接收。

可選的接收設定值

變更遠端啓動傳真的號碼

如有必要，您可使用 5 以外的數字，從分機上啓動傳眞接收功能。您可選擇從 0 至 9 的任何數字。

1 按下這些鍵：



TEL/FAX REMOTE #
（電話 / 傳眞遠端號碼）

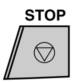
請按 6 下

2 按下從 0 至 9 的任何一個數字。



（**範例**）

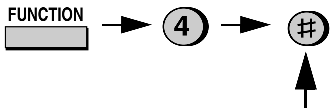
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



關閉對 Tel/Fax（電話 / 傳真）遠端號碼的偵測

如果您不打算從分機啓動傳眞接收，您可關閉上述的 Tel/Fax（電話 / 傳眞）遠端號碼的偵測功能。這樣可確保您在透過分機通話時，傳眞機決不會在偵測到類似 Tel/Fax（電話 / 傳眞）遠端號碼訊號時，錯誤地嘗試開始接收傳眞。

1 按下這些鍵：



REMOTE RECEPTION
（遠端接收）

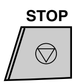
請按 7 下

2 按下 1 以開啓偵測 TEL/FAX REMOTE NUMBER（電話 / 傳眞遠端號碼）功能，或按下 2 以將其關閉。

YES（是） NO（否）



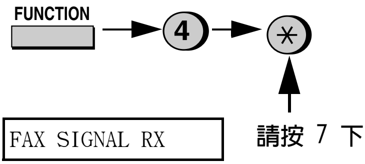
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



接收傳真訊號

如果您在透過傳真機或分機接聽呼叫後聽到柔和的傳真訊號，則傳真機將自動開始接收。如果您使用電腦傳真數據機在同一條線路上傳送文件，則您必須先關閉此功能，以防止傳真機錯誤地嘗試從電腦傳真數據機接收文件。請執行以下步驟以變更設定值。

1 按下這些鍵：

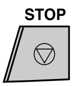


（接收傳真訊號）

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



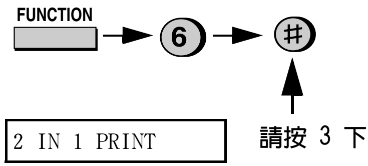
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



二合一打印

爲了節省紙張，您可將傳送進來的傳眞之大小縮小 55%。這將容許您在一頁紙張中接收兩頁文件（請注意：如果文件頁面比打印紙張長，則此功能可能無效）。要開啓此功能，請執行以下步驟。

1 按下這些鍵：

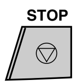


（二合一打印）

2 按下 1 以開啓二合一功能，或按下 2 以將其關閉。



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



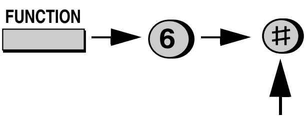
接收比例

傳眞機在出廠時已設定爲自動縮小接收到的文件之大小，以符合打印紙張的大小。這樣便可確保不會截斷文件邊緣上的資料。如有必要，您可關閉此功能，並以實際大小打印接收到的文件。

♦ 如果文件因太長而不符合打印紙張的大小，則剩餘部份將打印在第二頁上。在這種情況下，截斷點可能出現在一行的中間位置。

♦ 如果接收到的文件太大，包含過多的細緻圖形或影像，或以高解像度傳送，則自動縮小功能就可能無效。在這種情況下，文件的剩餘部份將打印在第二頁上。

1 按下這些鍵：



請按 2 下

RECEPTION RATIO

（接收比例）

2 按下 1 以開啓自動縮小功能，或按下 2 以將其關閉。

AUTO（**自動**）　100%



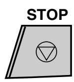
● 如果您選擇 AUTO（自動），請移至步驟 3。如果您選擇 100%，請移至步驟 4。

3 如果您選擇 AUTO（自動），請選擇在記憶體已滿時要使用的接收比例（如果記憶體已滿，則自動縮小功能將無效）。按下 1 以使用 93%，或按下 2 以使用 100%。

93%　100%



4 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

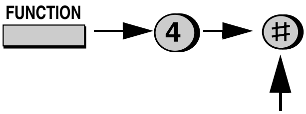


3. 接收文件

在 TEL（電話）模式中 5 次響鈴後自動接聽

如有必要，您可設定在 TEL（電話）模式中 5 次響鈴後，傳真機自動接聽呼叫並開始接收傳真。要開啓此功能，請如下所示按下這些按鍵：

1 按下這些鍵：



請按 3 下

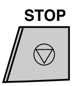
5 RING TEL ANS.

（5 次響鈴後接聽呼叫）

2 按下 1 以開啓此功能，或按下 2 以將其關閉。



3 按下 STOP（停止）鍵以返回日期與時間顯示幕。



替代接收至記憶體

在無法打印的情況下（如傳真機無紙、需要更換膠卷或夾紙），傳送進來的傳真將會接收至記憶體中。

在您將文件接收至記憶體時，顯示幕上將會出現 FAX RX IN MEMORY（傳真已接收至記憶體）訊息，並交替出現 OUT OF PAPER（無紙）、FILM END（膠卷已用完）或 PAPER JAM（夾紙）訊息。在您添加紙張、更換膠卷或清除夾紙之後，按下 **START（開始）**鍵以將文件打印出來。

♦ 如果傳真機因紙張用完而將文件接收至記憶體中，請您務必添加與先前使用的紙張尺寸相同的紙張。否則，文件的輸出尺寸可能不符合打印紙張的尺寸。

注意！

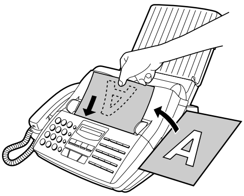
♦ 在記憶體中有儲存文件時，請勿關閉電源。否則所有文件的內容將被清除。

♦ 如果因爲電源故障或其他供電中斷問題而遺失接收至記憶體中的文件，則在恢復供電時，傳真機將打印出 CLEAR REPORT（清除報告）。此報告爲您提供有關遺失的接收文件之資訊，包括傳送方傳真機的傳真號碼（如有的話）。

4. 複印

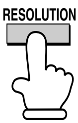
您的傳眞機也可用來複印文件。您可使用傳眞機複印一份或多份文件（每份正本文件最多可複印 99 份），這樣您的傳眞機就兼具辦公用複印機的功能了。

1 將文件正面朝下裝入（最多 20 頁）。

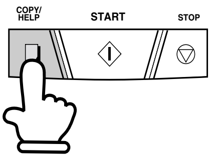


READY TO SEND
（傳送就緒）

● 如有必要，請設定解像度與/或對比度。（複印的預設値爲 SUPER FINE〔精緻〕）。



2 按下 COPY/HELP（**複印/說明**）鍵。



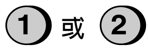
COPY MODE （複印模式）
1:MULTI COPY （1:多張複印）
2:SORT COPY （2:分頁複印）
START:COPY （開始:複印）

◆如果您僅要對正本文件（或每份正本文件）複印一份複印件，並且不需要縮小或放大，請按兩下 START（**開始**）鍵。開始複印。

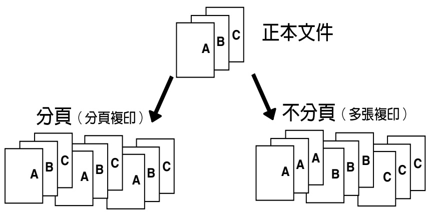
◆如果您僅要對正本文件（或每份正本文件）複印一份複印件，並且要放大或縮小，請按下 START（**開始**）鍵，然後移至步驟 5。

3 如果您不要對複印件進行分頁，請按下 1（MULTI COPY〔多張複印〕）。如果您要對複印件進行分頁，請按下 2（SORT COPY〔分頁複印〕）。

MULTI（多張） SORT（分頁）

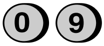


範例：三份正本文件
之各三份的複印份



ENTER #（01-99）
（輸入號碼 [01-99]）

4 如果您要對每份正本文件複印一份，請按下 START（**開始**）鍵。如果您要對每份正本文件複印多份，請輸入每份正本文件的複印份數（如果複印份數小於 10，請在數字前面輸入「0」）。



範例：每份正本文件複印九份

COPY RATIO

（複印比例）

5 透過輸入如下所示從 1 至 5 的數字，以設定縮小或放大比例（或按下 START〔**開始**〕鍵以自動選擇 100%）。
開始複印。
1：AUTO（自動，自動調整大小以符合打印紙張的大小）
2：50%
3：100%（不縮小或放大）
4：125%
5：135%



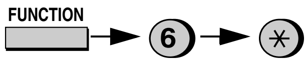
範例：50%

註：如果您將大量正本文件放入送紙器，則會出現記憶體已滿的情況，這將使您不能掃描所有文件（顯示幕上將出現 MEMORY IS FULL〔記憶體已滿〕訊息）。如果出現這種情況，請按下 START（**開始**）鍵以複印已掃瞄的正本文件，然後重複複印步驟以複印剩餘正本文件，包括記憶體已滿時正在掃瞄的正本文件。

中斷複印

在複印長度超過打印紙張的文件時，您可使用中斷複印設定值來選擇是否截斷文件的剩餘部份或在第二頁上打印。起始設定值爲 YES（是，截斷剩餘部份）。要變更此設定值，請執行以下步驟。

1 按下這些鍵：



COPY CUT-OFF

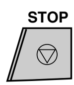
（中斷複印）

2 按下 1 以將中斷複印設定爲 YES（是，文件的剩餘部份將不會打印），或按下 2 以將中斷複印設定爲 NO（否，剩餘部份將打印在第二頁上）。

YES（**是**） NO（**否**）



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

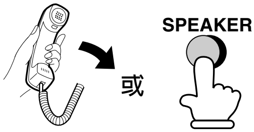


5 撥打電話

您可像使用普通電話一樣，使用傳真機來撥打電話和接聽語音來電。

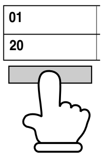
♦要撥打電話或接聽語音來電，傳真機的電源必須開著。

1 拿起聽筒或按下 SPEAKER（**喇叭**）鍵。聆聽撥號訊號。



2 使用以下其中一種方法撥號：

- **正常撥號：**使用數字鍵來輸入完整的電話號碼。
- **快速鍵撥號：**按下相應的快速鍵。
- **快速撥號：**按下 SPEED DIAL（**快速撥號**）鍵，然後使用數字鍵輸入 2 位數快速撥號號碼。



範例：按下快速鍵 01

3 在對方接聽後即可開始通話。

- 如果您已按下 SPEAKER（**喇叭**）鍵，請拿起聽筒以開始通話。

註釋：

♦在傳真機的聽筒拿起後（聽筒未掛上），直接連接至傳真機的分機將無法與另一方進行通話。

♦如果接收模式設定爲 A.M.（電話答錄機），並且在通話期間出現寂靜時段，則傳真機可能會中斷分機接聽的語音來電。如果您使用的是按鍵式電話，則您可在接聽後立即隨意按下電話上的三個按鍵，以防止上述問題出現。（註：請勿輸入啓動傳真接收的代碼：5、✱、✱。）

搜尋自動撥號號碼

您可使用 HOLD/SEARCH（**暫停 / 搜尋**）鍵來搜尋快速鍵或快速撥號號碼。請先搜尋號碼（如第 40 頁中的搜尋自動撥號號碼所述），然後拿起聽筒或按下 SPEAKER（**喇叭**）鍵。傳真機將自動撥打號碼（您無需按下 START〔**開始**〕鍵）。

重撥

您可透過按下 REDIAL（**重撥**）鍵以撥打最後一次撥出的號碼（您無需拿起聽筒或按下 SPEAKER〔**喇叭**〕鍵）。在對方接聽後，請拿起聽筒以進行通話。

暫停

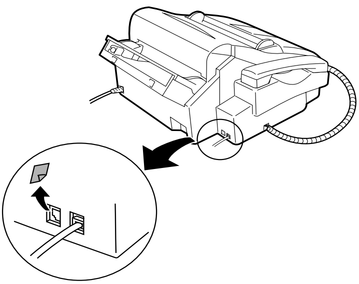
您可透過按下 HOLD/SEARCH（**暫停/搜尋**）鍵以在通話期間將對方置於等候狀態。在執行此步驟後，對方就無法聽到您的聲音。您可將聽筒擱在支架上，而不會中斷連接。在您準備再次與對方通話時，請拿起聽筒。如果您沒有將聽筒擱在支架上，請再次按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵以恢復通話。

6. 連接電話答錄機

連接電話答錄機

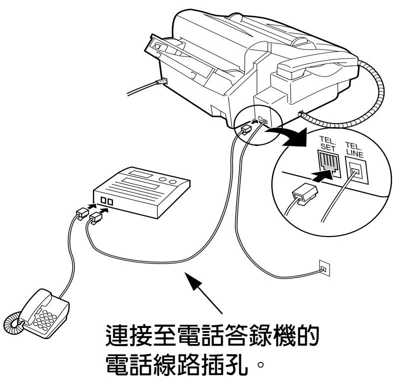
如有必要，您可將電話答錄機連接至傳真機的 TEL.SET（**電話設定**）插孔。這將容許您在外出時接收留言與傳真。

1 取下覆蓋 TEL.SET（**電話設定**）插孔的封條。



2 將電話答錄機的電話線路插孔連接至 TEL.SET（**電話設定**）插孔。

- 如有必要，您可將分機連接至電話答錄機的分機插孔。



變更外出留言訊息

您應變更電話答錄機的外出留言訊息(OGM)，以告知要傳送傳真的來電者按下他們的開始鍵。例如，您可錄製以下留言訊息：

「您好，這裏是 ABC 公司。現在無人接聽您的來電。請在嗶聲後留言或按下您傳真機的開始鍵以傳送傳真，謝謝。」

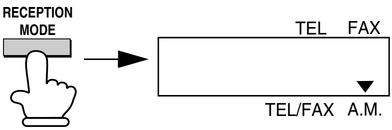
♦ 請儘量將訊息控制在 10 秒以內。如果訊息過長，您可能無法順利接收透過自動撥號傳送的傳真。

♦ 如果您的外出留言訊息必須超過 10 秒，請在訊息的開頭處暫停大約四秒。這樣一來，傳真機將有機會偵測到在使用自動撥號時傳送的傳真訊號。

啓動電話答錄機的連接

在您外出之前，請按以下步驟啓動電話答錄機的連接：

1 將接收模式設定爲 A.M.（電話答錄機）。



2 將您的電話答錄機設定爲自動接聽。

- 您的電話答錄機必須設定爲最多在兩次響鈴後接聽。否則，您可能無法接收透過自動撥號傳送的傳真。
- 如果您的電話答錄機具有節省費用的功能，請確保它可在第四次響鈴時接聽來電。

註：如果您的電話答錄機具有遠端擷取功能，請確保用來啓動遠端擷取功能的代碼不同於透過分機啓動傳眞接收的代碼（請參閱第 48 頁）。如果這兩個代碼相同，則在您從其他電話輸入此代碼以擷取訊息時，傳眞機將會啓動。

連接系統如何操作

在您外出時，您的電話答錄機將會接聽所有來電，並播放外出留言訊息。來電者可以留言。在這段時間內，傳眞機將默默地監視線路狀況。如果您的傳眞機偵測到傳眞訊號或超過四秒的寂靜時間，則它將操控線路並開始接收。

由於某些傳送方傳眞機在手動傳送傳眞時並不會傳送傳眞訊號，因此您的傳眞機將會聆聽是否出現寂靜時間（這表示傳送方使用聽筒進行撥號，然後在聽到您的外出留言訊息之後按下他們的開始鍵）。在這種情況下，按下開始鍵將會導致線路中出現寂靜時間。



6. 電話答錄機

可選的 A.M.（電話答錄機）模式設定值

如有必要，您可透過以下設定值來改善電話答錄機的連接對來電的回應能力。

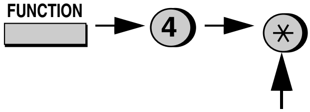
靜音偵測時間

如果傳真機在電話答錄機接聽來電後偵測到 4 秒的寂靜時間，它將操控線路並開始接收。如有必要，您可將此設定值變更爲從 1 至 10 秒的任何數值。

♦ 建議您不要將靜音偵測時間設定爲少於 3 秒。如果傳真機在來電者開始留言之前就已中斷，請嘗試設定更長的靜音偵測時間。如果您的外出留言訊息包含一段寂靜時間，請確保所設定的時間比該寂靜時間來得長，或重新錄製您的外出留言訊息以縮短寂靜時間。

註：您可透過輸入「00」來設定時間以關閉靜音偵測時間。但請注意，此傳真機可能無法接收某些由舊式傳真機手動傳送的傳眞。

1 按下這些鍵：

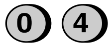


請按 10 下

QUIET DETECT TM.

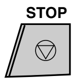
（靜音偵測時間）

2 輸入一個從 01 至 10 的數字，或輸入 00 以關閉此功能。



（**範例**）

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



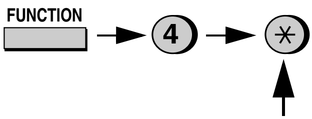
在電話答錄機出現故障時傳送傳真

在此功能開啓後，如果電話答錄機由於某些原因無法在 5 次響鈴後接聽來電，則將會由傳眞機接聽。這樣一來，即可確保您在電話答錄機的磁帶已錄滿內容，或電話答錄機沒有開啓時，都可接收傳眞訊息。

此功能在出廠時已被關閉。如果您要開啓此功能，請執行以下步驟：

註：在此功能開啓時，請確保電話答錄機已設定爲在 4 次（或更少）響鈴後接聽。否則，傳眞機將一直搶先接聽，因而導致來電者無法留言。

1 按下這些鍵：



FAX RX A.M. FAILS

請按 9 下

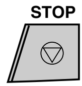
（在電話答錄機出現故障時接收傳眞）

2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES（是） NO（否）



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



7. 特殊功能

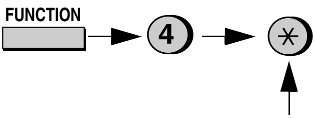
來電識別（需要另行申請的服務）

如果您向電話公司申請來電識別服務，則您可設定傳眞機以在響鈴時顯示來電者的姓名和號碼。

重要事項：

- ◆要使用此功能，您必須向電話公司申請來電識別服務。
- ◆您的傳眞機可能無法與某些來電識別服務配合使用。

1 按下這些鍵：



請按 4 下

CALLER-ID （來電識別）

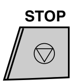
1=YES,2=NO （1 = 是，2 = 否）

2 按下 1 以開啓來電識別功能，或按下 2 以將其關閉。

YES（是） NO（否）



3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



如何操作來電識別功能

在您接收呼叫時，顯示幕上將在開始第二次響鈴前的那一刻，交替出現來電者的姓名與電話號碼。此資訊會一直顯示，直到線路中斷爲止。

註：某些來電識別服務可能不會提供來電者的姓名。在這種情況下，顯示幕上僅會出現電話號碼。

顯示幕範例

來電者姓名

DOE JOHN

來電者電話號碼

525-8693

顯示幕訊息

如果在傳真機響鈴時沒有顯示來電者資訊，顯示幕上將出現以下某則訊息：

NO SERVICE（無提供服務）	沒有收到電話公司的來電者資訊。請確保電話公司已啓動您的服務。
CALLER-ID Error（來電識別發生錯誤）	電話線路上的噪音影響來電者資訊的接收。
PRIVATE CALL（私人呼叫）	電話公司應來電者的要求不提供來電者資訊。

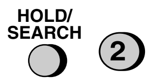
檢視來電識別清單

如果您申請了來電識別服務，並已開啓來電識別功能，傳真機將會保存您最近收到的 20 個呼叫與傳真的資訊。您可在來電識別清單中檢視此資訊（包含每位來電者的姓名與號碼）。

- ◆ 在您已收到 20 通呼叫之後，每通新收到的呼叫均將刪除最早收到的呼叫。

請執行以下步驟來檢視顯示幕上的來電識別清單。如有必要，您可立即撥打顯示幕上出現的號碼。

1 按下這些鍵：



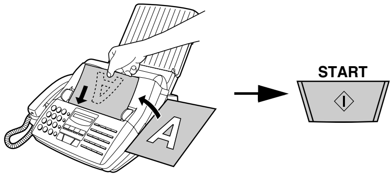
REVIEWING CALLS
（檢視呼叫）

2 按下 ✱ 鍵以捲動尋找最近收到的呼叫之清單，或按下 # 鍵以捲動尋找最早收到的呼叫之清單。

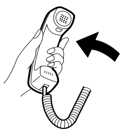


3 如果您要撥打清單中的某個號碼，請捲動該清單直到顯示幕上出現該號碼。

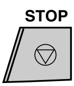
- 如果您要傳送傳真，請裝入文件，然後按下 START（**開始**）鍵。



- 如果您要撥打電話，請拿起聽筒或按下 SPEAKER（**喇叭**）鍵。傳真機將會自動開始撥號。（如果您已按下 SPEAKER〔**喇叭**〕鍵，請在對方接聽時拿起聽筒。）



4 在檢視完清單後，請按下 STOP（**停止**）鍵。



刪除來電識別清單中的呼叫

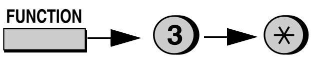
如果您要刪除來電者清單中的某個呼叫，請在顯示幕上出現該呼叫時按下 0 鍵。如果您要刪除清單中的所有呼叫，請在您檢視清單中的任何號碼時，按住 0 鍵至少 3 秒。

優先接收的呼叫

如有必要，您可設定傳真機在接收來自指定電話號碼的呼叫時發出特殊的響鈴聲。這樣一來，您無需查看顯示幕即可知道來電者是誰。

要使用此功能，請按照以下步驟輸入所要的電話號碼（一次僅可輸入一個電話號碼）。

1 按下這些鍵：



PRIORITY CALL #

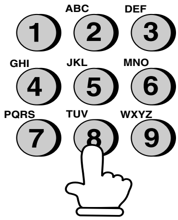
（優先接收的呼叫號碼）

2 按下 1 以輸入號碼，或按下 2 以清除號碼。（如果您按下了 2，請移至步驟 4。）

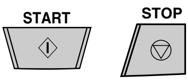
SET（**設定**） CLEAR（**清除**）



3 透過按下數字鍵來輸入包括區域碼在內的電話號碼（最多可輸入 20 位數）。



4 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



停止接收語音來電

在開啓來電識別功能後，您可使用本章節停止接收不要的傳眞中所述的過濾垃圾傳眞功能，以停止接收語音來電和傳眞（過濾垃圾傳眞功能通常僅可停止接收傳眞）。

在這種情況下，如果收到的語音來電或傳眞來自您已指定爲「垃圾號碼」的號碼，傳眞機在透過來電識別服務接收該呼叫號碼時，即會立刻中斷連接（在第二次響鈴之前）。

要使用此功能，請開啓過濾垃圾功能，然後如本章中的停止接收不要的傳眞所述，在過濾垃圾號碼清單中輸入號碼（請參閱第 73 頁）。

註：如果您使用特殊響鈴功能，則此功能將無法使用。

雙重響鈴（需要另行申請的服務）

如果您是使用由香港電信局（Hongkong Telecom）提供的 Homefax 2 或 Faxline 2 服務，您必須開啓雙重響鈴功能。在開啓該功能後，傳眞機會在有語音來電的情況下發出較短的鈴聲，而在有傳眞時發出較長的鈴聲。如果有傳眞送入時，傳眞機會在 2 次響鈴後自動接聽（無論接收模式設定値爲何）並接收傳眞。要開啓雙重響鈴功能，請執行以下的步驟。

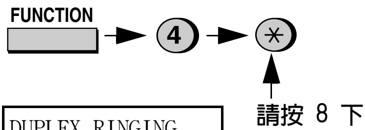
♦ 要獲得有關 Homefax 服務的更多資訊，請撥 1000 與香港電信局聯絡。

重要事項：

♦ 僅有 Homefax 2 與 Faxline 2 的用戶才可使用雙重響鈴功能。請勿在您使用普通線路時開啓雙重響鈴功能，否則傳眞機將無法正常操作。

如果您開啓了雙重響鈴功能，請勿將接收模式設定爲 TEL/FAX（電話 / 傳眞）。如果您這樣做，傳眞機將無法正常操作。

1 按下這些鍵：



DUPLEX RINGING

（雙重響鈴）

2 按下「1」（YES〔是〕）以開啓雙重響鈴功能，或按下「2」（NO〔否〕）以將其關閉。

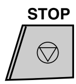


顯示幕將會簡略地顯示您的選擇，然後：

FAX SIGNAL RX

（接收傳眞訊號）

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

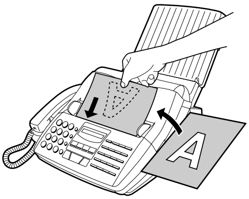


廣播傳送

此功能容許您僅執行一項作業即可將相同文件傳送至 20 個不同的地點。首先，將文件儲存在記憶體中，然後輸入接收方傳真機的號碼。文件即會被傳送至每個地點。

♦ 您僅能使用快速鍵或快速撥號號碼來撥打接收方傳真機的號碼。

1 裝入文件。



READY TO SEND

（傳送就緒）

2 按下 MEMORY（**記憶體**）鍵，然後按下 2。

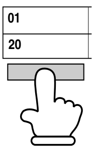


3 使用以下其中一種或兩種方法，撥打接收方傳真機的號碼（最多 20 位數）：

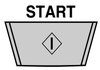
- 透過按下數字鍵來輸入一個或多個快速撥號號碼。



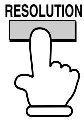
- 按下一個或多個快速鍵。



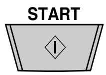
4 按下 START（**開始**）鍵。



- 如有必要，請設定解像度與/或對比度。



5 按下 START（**開始**）鍵。開始傳送。



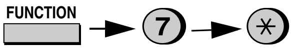
- 在廣播傳送完成後，傳真機將自動打印執行報告。請檢查報告中的「Note（附註）」欄以查看是否有任何地方標記爲「Busy（佔線）」，或是否存在通訊錯誤代碼。若出現上述情況，請再次將文件傳送至該地點。

將號碼存入群組鍵

群組鍵容許您僅透過按一下相應的群組鍵，即可撥打一組傳眞號碼。要將一組號碼存入群組鍵，請執行以下步驟。

- ♦ 尙未設定爲快速鍵或設定鍵的快速鍵均可作爲群組鍵。
- ♦ 一個群組鍵中最多可儲存 20 個號碼。
- ♦ 僅有快速鍵與快速撥號號碼才可存入群組鍵中。完整號碼將無法儲存。

1 按下這些鍵：



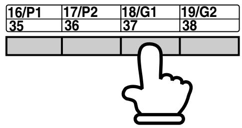
GROUP ENTRY MODE
（群組鍵輸入模式）

2 按下 1（SET〔設定〕）以設定群組鍵，或按下 2（CLEAR〔清除〕）以清除群組鍵。

SET（**設定**） CLEAR（**清除**）

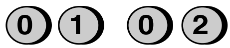


3 按下群組鍵（快速鍵 18/G1 或 19/G2）以選擇它。
如果您要清除某個群組鍵，請按下此鍵，然後移至步驟 5。



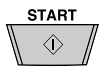
（**範例**）

4 輸入接收方傳眞機的快速鍵或快速撥號號碼。



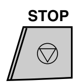
（**範例**）

5 按下 START（**開始**）鍵。返回步驟 3 以設定另一個群組鍵。



6 重複按下 STOP（**停止**）鍵直到返回日期與時間顯示幕。

步驟 3 或

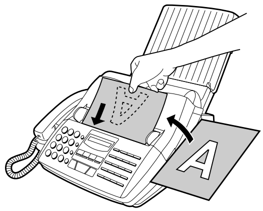


使用群組鍵進行廣播傳送

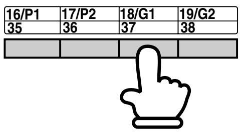
如果您已將全部要進行廣播傳送的傳真機號碼設定至一個群組鍵中，您可使用以下的簡化步驟來執行廣播傳送作業：

1 裝入文件。

- 調整好任何需要的設定值（解像度、對比度等）。



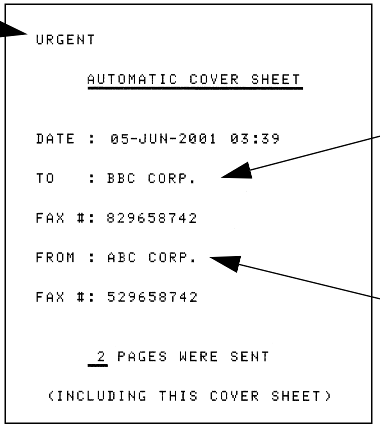
2 按下相應的群組鍵。開始傳送。



封面頁

傳眞機可產生封面頁，並將它當成每次傳送傳眞時的最後一頁傳送。

您可選擇一則訊息。

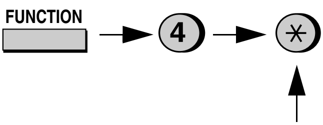


要顯示收件者名稱，您必須使用已設定名稱的快速撥號或快速鍵號碼來撥打。

您必須如第 21 頁所述設定您的姓名與號碼。

請執行以下步驟以開啓封面頁功能。一旦開啓封面頁功能，傳眞機會將封面頁包括在所有傳送的傳眞內，直到您關閉此功能。

1 按下這些鍵：



請按 3 下

COVER SHEET

（封面頁）

2 按下 1（YES〔是〕）以開啓封面頁功能，或按下 2（NO〔否〕）以將其關閉。

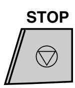
YES（是） NO（否）



AUTO PRINT OUT

（自動打印）

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

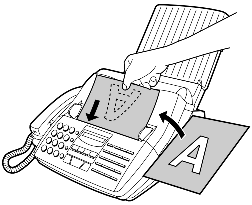


選擇頁首訊息（可選的）

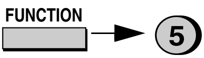
在開啓封面頁功能後，您也可選擇出現在封面頁頂端的頁首訊息。請注意：所選擇的訊息僅能傳送一次。

1 裝入文件。

- 您必須先裝入文件，然後才可以選擇訊息。
- 您必須開啓封面頁功能。



2 按下這些鍵：




```
COVER SHEET HEAD
```
（封面頁頁首）

3 輸入從 1 至 4 的數字以選擇訊息：
1:URGENT（緊急）
2:IMPORTANT（重要）
3:CONFIDENTIAL（機密）
4:PLS.DISTRIBUTE（請分發）



（範例）

4 撥打接收方傳真機號碼並傳送文件。

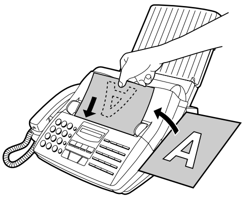
註：要取消設定封面頁頁首，請按下 STOP（**停止**）鍵或從送紙器中取出文件。

成批頁編碼

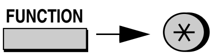
您可將傳送文件的頁編碼從簡單編碼（「P.1」、「P.2」等）變更爲成批頁編碼，這表示在每個頁碼後面增加一條斜線與要傳送的總頁數（例如「P.1/5」、「P.2/5」等）。這容許收件者檢查是否遺失頁面。

1 裝入文件。

- 您必須先裝入文件，然後才可設定成批頁編碼。

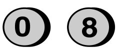


2 按下這些鍵：



PAGE COUNTER SET
（設定頁面計數器）

3 透過按下數字鍵以輸入總頁數（「01」至「99」）。



範例：八頁

- 如果您要傳送封面頁，**請勿**將它包括在總頁數內（系統將自動調整頁數）。

4 撥打接收方傳真機號碼並傳送文件。

註釋：

◆ 如果您要取消成批頁編碼項目，請從送紙器上取出文件或按下 STOP（**停止**）鍵。

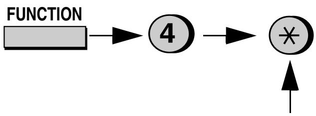
◆ 如果實際傳送的頁數與所輸入的成批頁編碼不一致，系統將發出警報同時顯示幕上將會出現 PAGE COUNT ERROR（頁面計數錯誤）訊息。如果您已設定要打印執行報告，則執行報告的 NOTE（附註）欄中亦會顯示 PAGE E.（頁面錯誤）訊息。

停止接收不要的傳真

過濾垃圾傳真功能容許您停止接收來自您所指定的傳送方之傳真。由於沒有打印不要的「垃圾」傳真，而使您可以節省紙張。

要使用此功能，請執行以下步驟來開啓它，然後按照以下步驟輸入您不要接收其傳眞的傳眞號碼。

1 按下這些鍵：



請按 6 下

JUNK # CHECK

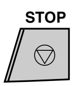
（檢查垃圾號碼）

2 按下 1 以開啓過濾垃圾功能，或按下 2 以將其關閉。

YES（是） NO（否）



3 按下 STOP（停止）鍵以返回日期與時間顯示幕。

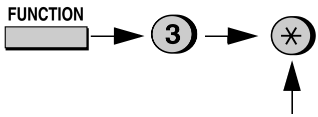


輸入過濾垃圾號碼

在過濾垃圾號碼清單中輸入（或清除）號碼（如下所示）。

◆ 要清除過濾垃圾號碼清單中的號碼，您必須知道代表該號碼的 1 位數數字。如果您不記得此數字，請打印過濾垃圾號碼清單（如第 88 頁中所述）。

1 按下這些鍵：



請按兩下

STORE JUNK #

（儲存垃圾號碼）

2 按下 1 以在過濾垃圾號碼清單中輸入號碼，或按下 2 以清除清單中的號碼。

SET（設定） CLEAR（清除）



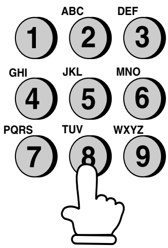
3 **輸入：**使用數字鍵輸入從 1 至 5 的 1 位數數字。此數字代表您將在下一步驟中輸入的傳真號碼。



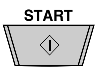
（**範例**）

清除：輸入 1 位數數字，此數字代表您要清除的傳真號碼，然後移至步驟 5。

4 輸入傳真號碼。

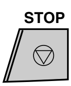


5 按下 START（**開始**）鍵。



6 返回至步驟 3 以輸入（或清除）另一個傳真號碼，或按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

步驟 3 或



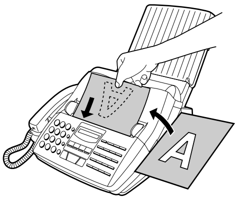
透過記憶體傳送文件

配合此功能，傳真機會立即掃瞄正本文件，並將其儲存在記憶體中，然後一旦與接收方傳真機連接時即將其傳送。在傳送至經常佔線的地點時，此功能為您提供極大的便利：您無需等待至作業完成後再取走正本文件，以及使送紙器騰出空間來進行其他作業。在傳送結束後，文件將會從記憶體中清除。

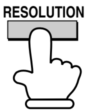
♦ 每次僅可設定一個記憶體傳送。

♦ 在掃瞄文件時，顯示幕上會顯示目前所佔用的記憶體容量的百分比。

1 裝入文件。



- 如有必要，請設定解像度與/或對比度。



2 按下 MEMORY（**記憶體**）鍵，然後按下 1。

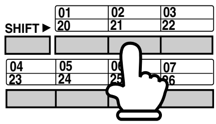


ENTER STATION #

（輸入接收方傳真機的號碼）

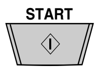
3 使用以下其中一種方法輸入接收方傳真機的號碼：

- 按下快速鍵。
- 按下 SPEED DIAL（**快速撥號**）鍵並輸入快速撥號號碼。
- 透過按下數字鍵來輸入完整的電話號碼。



（**範例**）

4 如果您已輸入快速撥號號碼或完整的號碼，請按下 START（**開始**）鍵。



- 傳眞機將掃瞄文件並將其儲存在記憶體中。然後，傳眞機將撥打接收方傳眞機的號碼並傳送文件（如有必要，它將自動重撥）。

如果記憶體已滿 ...

在掃瞄文件時，如果記憶體已滿，顯示幕上將會顯示 MEMORY IS FULL（記憶體已滿）訊息。

♦ 如果您要傳送現已儲存在記憶體中的頁面，請按下 START（**開始**）鍵。其剩餘的頁面會從送紙器中退出。在傳送結束後，記憶體中的內容將被清除，同時您可繼續傳送剩餘的頁面。此外，您也需要傳送那些恰好在記憶體已滿時掃瞄到的頁面。

♦ 如果您要取消整個傳送作業，請按下 STOP（**停止**）鍵。

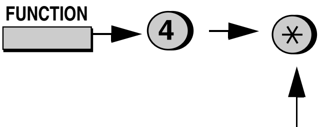
輪詢（請求傳送傳真）

輪詢功能容許您在無需接線員協助的情況下，呼叫另一台傳眞機將文件（已事先裝入其送紙器中）傳送至您的傳眞機。換言之，這是接收方傳眞機而非傳送方傳眞機啓動傳送作業。

要使用輪詢功能，您必須先設定用作輪詢鍵的快速鍵 15/POLL（15/ 輪詢）。

♦ 在將快速鍵 15/POLL（15/ 輪詢）設定爲輪詢鍵後，您無法將其用作快速鍵撥號。

1 按下這些鍵：



請按 5 下

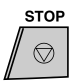
POLLING
（輪詢）

2 按下 1 以開啓此功能，或按下 2 以將其關閉。

YES（是） NO（否）



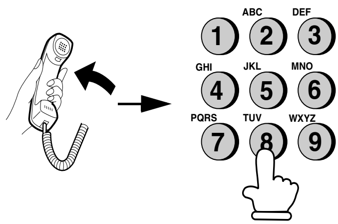
3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。



請求傳送

1 使用以下其中一種方法撥打您要輪詢的傳眞機號碼：

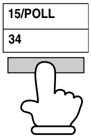
- 拿起聽筒（或按下 SPEAKER〔**喇叭**〕鍵）並按下快速鍵。等待傳眞機的回應訊號。
- 拿起聽筒（或按下 SPEAKER〔**喇叭**〕鍵），然後撥打完整的號碼。等待傳眞機的回應訊號。
- 按下 SPEED DIAL（**快速撥號**）鍵並輸入 2 位數快速撥號號碼。
- 使用數字鍵來輸入完整的號碼。



（範例）

2 按下快速鍵 15/POLL（15/ 輪詢）。

- 如果您使用的是聽筒，請在顯示幕上出現 POLLING（輪詢）訊息時將其放回原處。開始接收。



被輪詢（等候輪詢）

要讓另一台傳眞機輪詢您的傳眞機，請按下 RECEPTION MODE（**接收模式**）鍵以將接收模式設定爲 FAX（傳眞），然後裝入要傳送的文件。

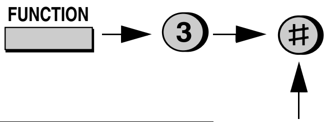
在另一台傳眞機呼叫您的傳眞機並啓動輪詢時，傳送作業就會開始。在傳眞機等候輪詢時，您可使用自動接收模式。

輪詢安全性

輪詢安全性功能容許您預防有人在未經授權的情況下輪詢您的傳眞機。如果已開啓此功能，系統僅會在輪詢傳眞機的傳眞號碼已輸入您傳眞機的許可傳眞號碼（又稱「密碼」）清單的情況下，才會容許輪詢作業。此外，輪詢傳眞機的傳眞號碼也必須正確地在本機設定好以便於識別。

要使用輪詢安全性功能，請執行以下步驟以開啓此功能，然後如下頁所述輸入許可的號碼。

1 按下這些鍵：



請按 3 下

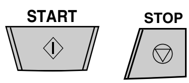
SECURITY SELECT
（選擇安全性）

2 按下 1 以開啓輪詢安全性功能，或按下 2 以將其關閉。

YES（是）　NO（否）



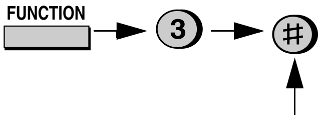
3 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



儲存與清除許可輪詢的傳真號碼

您最多可在您傳真機的許可號碼清單中儲存 10 個傳真號碼。

1 按下這些鍵：



PASSCODE # MODE

（密碼模式）

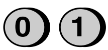
請按 4 下

2 按下 1 以儲存號碼，或按下 2 以清除號碼。

SET（**設定**） CLEAR（**清除**）



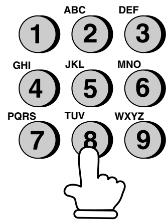
3 **儲存：**輸入一個從 01 至 10 的 2 位數數字。此數字表示您將在下一步驟中儲存的傳真號碼。



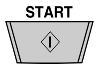
（**範例**）

清除：輸入表示您要清除的傳真號碼的數字，然後移至步驟 5。

4 輸入傳真號碼。

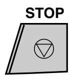


5 按下 START（**開始**）鍵。



6 返回至步驟 3 以輸入（或清除）另一個號碼，或按下 STOP（**停止**）以返回日期與時間顯示幕。

步驟 3 或



計時器作業

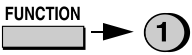
計時器功能容許您設定在指定時間內自動執行的傳送與/或輪詢作業。您每次可設定一項傳送與一項輪詢作業，並且可提前 24 小時指定這些作業的執行時間。

♦ 您可充份利用非繁忙時間提供的優惠電話費率來使用此功能，而無需在執行作業時守候在傳真機旁。

註：僅有快速撥號號碼才可用來撥打接收方傳真機。

設定計時器作業

1 按下這些鍵：



TIMER MODE
（計時器模式）

2 按下 # 以設定傳送作業（SEND MODE〔傳送模式〕），或按下 ✱ 以設定輪詢作業（POLLING MODE〔輪詢模式〕）。

POLLING（**輪詢**） SEND（**傳送**）



3 按下 1 以選擇 SET（設定）。

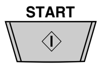


4 輸入您要執行作業的時間（2 個數字表示小時，2 個數字表示分鐘）。



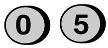
範例：9:25

5 按下 START（**開始**）鍵。



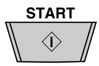
6 輸入接收方傳真機的快速撥號號碼。

● 如果要設定的是輪詢作業，請移至步驟 10。

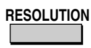


（**範例**）

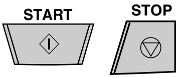
7 按下 START（**開始**）鍵。



8 如有必要，請調整解像度與 / 或對比度（如果您不要變更設定值，請跳至下一步）。



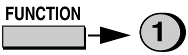
9 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。如果要設定的是傳送作業，請在指定的傳送時間之前將文件裝入送紙器。



取消計時器作業

如果您需要在設定計時器作業後取消該作業，請執行以下步驟。

1 按下這些鍵：



TIMER MODE

（計時器模式）

2 按下 # 以取消傳送作業，或按下 ✱ 以取消輪詢作業。

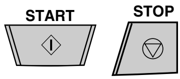
POLLING（**輪詢**） SEND（**傳送**）



3 按下 2 以選擇 CLEAR（清除）。



4 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



輸入與使用設定程式

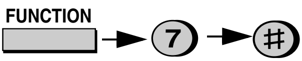
如果您經常對同一接收方執行相同的操作，您可將該操作的所有步驟設定在某個設定鍵中。這樣一來，您僅需透過按下該鍵即可執行此操作。

- ♦快速鍵 16/P1 與 17/P2 均可用作設定鍵。但是，如果其中某個鍵已是快速鍵撥號，則該鍵將無法作爲設定鍵。
- ♦您僅能使用快速撥號號碼才可在設定鍵中輸入接收方傳眞機的傳眞號碼，您不能輸入完整的號碼。
- ♦如果此設定用於普通傳送或輪詢作業，則可同時設定計時器，以讓傳眞機在選定的時間自動執行該作業。
- ♦要清除錯誤，請按下 STOP（**停止**）鍵。

起始步驟

要設定某個設定鍵，請先執行以下步驟。在您完成此步驟之後，請移至您要設定的特定作業之相關步驟（請參閱下頁）。

1 按下這些鍵：



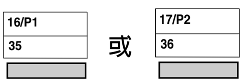
PRG.ENTRY MODE

（設定程式輸入模式）

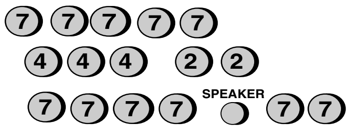
2 按下 1 以選擇 SET（設定）。



3 選擇某個設定鍵（「16/P1」或「17/P2」）以將其選定。

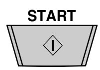


4 透過按下字母輸入鍵來輸入要設定的名稱。（如果您不要輸入名稱，請直接移至步驟 5。）



範例：SHARP

5 按下 START（**開始**）鍵。

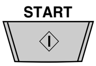


6 按下 ✱ 鍵或 # 鍵直到顯示幕上出現所要的作業。

Transmission (SEND MODE)(傳送〔傳送模式〕)
Polling(輪詢)
Broadcasting(廣播傳送)

✱ 或 #

7 按下 START(**開始**)鍵，然後移至您的作業需要的特定步驟(請參閱下頁)。



傳送

(起始步驟〔續〕)

8 如果要將文件掃瞄至記憶體後再傳送，請按下「1」；如果要直接從送紙器傳送文件，請按下「2」。(**註**：如果您選擇「2」，則可在設定程式中設定計時器。)

- 如果您按下了「1」，請移至步驟 11。如果您按下了「2」但不要設定計時器，請移至步驟 10。

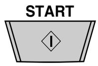
1 或 2

9 輸入您要執行作業的時間(2 個數字表示小時，2 個數字表示分鐘)。

0 9 2 5

範例：9:25

10 如果您要透過記憶體傳送文件，請按下 START(**開始**)鍵。

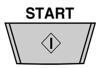


11 輸入接收方傳真機的快速撥號號碼。

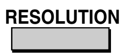
2 5

(**範例**)

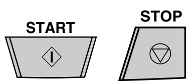
12 按下 START(**開始**)鍵。



13 如有必要，請透過按下 RESOLUTION(**解像度**)鍵來設定解像度與/或對比度(否則，請略過此步驟)。



14 按下 START(**開始**)鍵，然後按下 STOP(**停止**)鍵。



輪詢

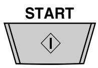
（起始步驟〔續〕）

8 輸入您要執行作業的時間（2 個數字表示小時，2 個數字表示分鐘）。如果您不要設定計時器，請移至步驟 9。

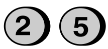


範例：9:25

9 按下 START（**開始**）鍵。

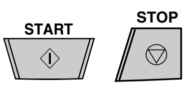


10 輸入接收方傳眞機的快速撥號號碼。



（**範例**）

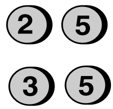
11 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



廣播傳送

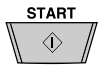
（起始步驟〔續〕）

8 輸入接收方傳眞機的快速撥號號碼。（最多 20 個快速撥號號碼。）

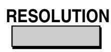


（**範例**）

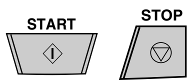
9 按下 START（**開始**）鍵。



10 如有必要，請透過按下 RESOLUTION（**解像度**）鍵來設定解像度與/或對比度（否則，請略過此步驟）。



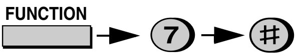
11 按下 START（**開始**）鍵，然後按下 STOP（**停止**）鍵。



清除設定鍵

要清除設定鍵，請執行以下步驟：

1 按下這些鍵：



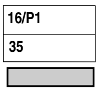
PRG.ENTRY MODE

（設定程式輸入模式）

2 按下 2 以選擇 CLEAR（清除）。



3 按下您要清除的設定鍵。

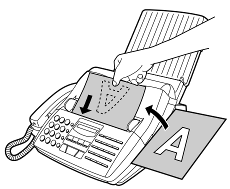


（範例）

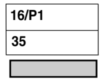
使用設定鍵

您可按以下步驟執行已設定的作業：

1 裝入文件。



2 按下相應的設定鍵。



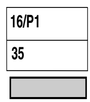
（範例）

註：每次最多能設定 2 項計時器作業，包括透過按下設定鍵來設定的計時器作業，以及如本章的「計時器作業」中所述的作業設定。

取消已設定的計時器作業

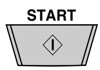
如果在您按下計時器作業的某個設定鍵後要取消執行此作業，請執行以下步驟：

1 按下該設定鍵。



（範例）

2 按下 START（**開始**）鍵。

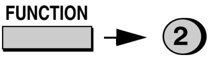


8. 打印清單

您可打印可顯示已輸入傳真機的設定值與資訊之清單。您也可在完成近期活動與個別作業後將有關的報告打印出來。以下幾頁中詳細介紹了這些清單與報告。

要打印清單，請執行以下步驟。

1 按下 FUNCTION（**功能**）鍵，然後按下 2。

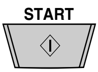


LISTING MODE
（清單模式）

2 按下 ✱ 鍵或 # 鍵，直到顯示幕上出現所要的清單。



3 按下 START（**開始**）鍵以打印清單。



活動報告

此報告顯示您最近執行的傳送與接收作業的資訊（最多可顯示 30 個作業）。報告分爲兩部份：TRANSMISSIONS ACTIVITY REPORT（傳送活動報告）與 RECEPTIONS ACTIVITY REPORT（接收活動報告），前者顯示傳送資訊，後者顯示接收資訊。

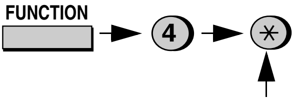
◆ 在打印報告後系統將清除所有資訊。如果已關閉自動打印，並且沒有手動打印 30 項作業的報告，則每次執行一個新作業後，新作業將覆寫最早的作業資訊。

標題說明

SENDER/RECEIVER（**寄件者 / 收件者**）	傳員作業中的其他傳員機的名稱或傳員號碼。如果該傳員機不具有識別功能，則通訊模式將出現（例如，「G3」）。
START（**開始**）	開始傳送 / 接收的時間。
TX/RX TIME（**傳送 / 接收時間**）	傳送 / 接收所需的總時間。
PAGES（**頁數**）	已傳送 / 接收的頁數。
NOTE（**附註**）	（報告的 NOTE〔**附註**〕欄中將出現以下任何一個附註以說明作業是否已成功執行；如果未能成功執行，則將提供失敗的原因。）
	OK（**確定**）－ 傳送 / 接收成功。
	P.FAIL（**電源故障**）－因電源故障而無法執行。
	JAM（**夾紙**）－ 因打印紙或文件卡紙而無法執行。
	NO PAPER（**無紙**）－ 在接收時傳員機的紙張已用完。
	BUSY（**佔線**）－ 因線路忙碌而無法傳送傳員。
	COM.E-0 to COM.E-14（**通訊錯誤 0 至 14**）－因電話線路錯誤而無法執行。請參閱第 91 頁中的線路錯誤。
	CANCEL（**取消**）－ 由於按下了 STOP（**停止**）鍵、送紙器中無文件，或傳員機不具有對方傳員機所要求的傳送功能而取消作業。如果您要嘗試傳員，請確保送紙器中已裝入文件。如果您要接收傳員，請與傳送方聯絡以瞭解對方嘗試傳送傳員的方式。

如有必要，您可將活動報告設定爲在累積至 30 項作業資訊時自動打印。(如有需要，您可隨時打印此報告。)請執行以下步驟：

1 按下這些鍵：



請按 2 下

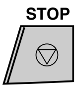
AUTO PRINT OUT
(自動打印)

2 按下 1 以自動開啓打印，或按下 2 以將其關閉。

YES(是)　NO(否)



3 按下 STOP(**停止**)鍵以返回日期與時間顯示幕。



計時器清單

此清單顯示目前設定的計時器作業。

電話號碼清單

此清單顯示已設定爲自動撥號的傳真號碼。

密碼清單

此清單顯示輪詢安全性的設定值、輸入傳真機的名稱與傳真/電話號碼，以及打印在每張傳送頁面頂端的標題樣式(HEADER PRINT〔**打印標題**〕)。

選項設定值清單

此清單顯示選項設定值的目前狀態。

過濾垃圾號碼清單

此清單顯示過濾垃圾功能不允許接收的號碼。

設定與群組清單

此清單的頂端顯示已輸入的設定程式，底部則顯示已儲存在每個群組鍵中的傳真號碼。

來電識別清單

此清單顯示您最近收到的 20 個呼叫的資訊(此清單僅在您使用來電識別功能時才可使用)。

打印設定清單

此清單顯示打印設定值的目前狀態(您可透過依次按下 FUNCTION〔**功能**〕鍵與 6 鍵來存取這些設定值)。

執行報告

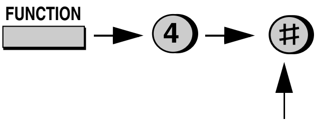
傳眞機在作業完成後會自動打印執行報告，以供您核對結果。傳眞機在出廠時設定爲：僅在發生錯誤時才打印此報告。

♦ 執行報告中所出現的標題與活動報告中的相同。請參閱第 86 頁以獲得標題的說明。

♦ 您無法隨時打印執行報告。

如有必要，您可變更打印報告的條件。請執行以下步驟。

1 按下這些鍵：



TRANSACTION LIST

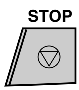
（執行報告清單）

請按 8 下

2 按下從 1 至 5 的數字以選擇打印條件。

1. ALWAYS PRINT（隨時打印） 在每次傳送、接收或出現錯誤後打印報告。
2. ERR/ TIMER/ MEM（在錯誤／計時器／記憶體出現後） 在出現錯誤、計時器作業或記憶體作業後打印報告。
3. SEND ONLY（僅在傳送後） 每次傳送後打印報告。
4. NEVER PRINT（不要打印） 完全不要打印報告。
5. ERROR ONLY（僅在錯誤出現後） 僅在出現錯誤時才打印報告。

3 按下 STOP（**停止**）鍵以返回日期與時間顯示幕。

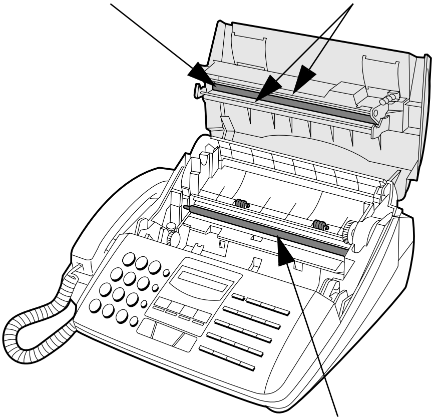


9. 維護

印字頭

請經常清潔印字頭，以確保獲得最佳的打印效能。要清潔印字頭，請先拔下電源線，然後打開打印槽蓋（按下標記爲 OPEN〔打開〕的釋放裝置）並取出膠卷。

♦用一塊沾有工業用酒精的軟布擦拭印字頭、紙軸及滾軸。



注意！

♦切勿使用苯或稀釋劑。避免以硬物觸碰印字頭。

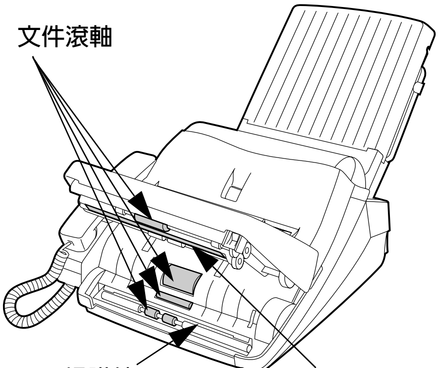
♦如果傳眞機剛剛接收大批文件，則印字頭可能會很熱。在這種情況下，請先讓印字頭冷卻，然後再進行清潔。

掃瞄鏡與滾軸

請經常清潔掃瞄鏡與滾軸，以確保所傳送的影像與複印件擁有最佳的品質。透過向上拉動操作面板的前緣來將其打開（握住標記爲 PANEL RELEASE〔面板釋放裝置〕的部位），然後清潔掃瞄鏡與滾軸（如下所示）。

♦用一塊軟布或棉墊擦拭掃瞄鏡、白色後擋板及滾軸。

♦請確保已清除所有的灰塵與污漬（如塗改液），因爲灰塵與污漬將會在傳送的影像與複印件上形成垂直線條。



機殼

請用一塊乾布擦拭傳眞機的外部零件和表面。

注意！

♦切勿使用苯或稀釋劑。這些溶劑可能會使傳眞機受損或褪色。

10. 故障排除

問題與解決方法

如果您遇到任何有關傳真機的問題，請先參閱以下的故障排除指南。

線路錯誤

問題	解決方法
顯示幕上出現 LINE ERROR（線路錯誤）訊息。	重新嘗試執行操作。如果錯誤仍然存在，請檢查以下事項： ● 檢查連接。從 TEL.LINE（**電話線路**）插孔至牆上插座的連接線不應超過 2 公尺。 ● 確保沒有共用同一條電話線路的數據機裝置。 ● 與對方確認以確保他們的傳真機正常操作。 ● 檢查電話線路是否有線路噪音。 ● 嘗試將傳真機連接至另一電話線路上。 ● 如果問題仍然存在，那麼您的傳真機可能需要維修。

撥號與傳送問題

問題	解決方法
在您拿起聽筒或按下 SPEAKER（**喇叭**）鍵時聽不到撥號音。	● 確保聽筒連接線已插入正確的插孔。請參閱第 12 頁中的連接聽筒。
無法撥號。	● 確保電源線已正確插入電源插座。 ● 確保電話線路已正確連接至 TEL.LINE（**電話線路**）插孔與牆上插座。 ● 確保已將傳真機設定爲適用於電話線路的正確撥號模式。請參閱第 13 頁中的連接電話線。
電源已開啓，但無法傳送文件。	● 確保接收方傳眞機上有紙。 ● 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。 ● 如果接收方傳眞機正處於手動模式且無人看管，則將無法接收。 ● 查看顯示幕上是否有錯誤資訊。 ● 拿起聽筒並確認是否聽到撥號音。
接收方沒有打印任何頁面。	● 確保要傳送的文件是正面朝下的放置在送紙器中。
對方收到的影像失眞。	● 電話線路上的噪音可能導致影像失眞。重新嘗試傳送文件。 ● 在傳眞機上複印該文件。如果複印件也失眞，則您的傳眞機可能需要維修。

接收與複印問題

問題	解決方法
電源已開啓，但無法接收。	● 確保電話線已插入 TEL.LINE（**電話線路**）插孔，而不是 TEL.SET（**電話設定**）插孔。
在嘗試接收文件時，打印出來的是空白頁。	● 確保傳送方傳真機的文件已正確地裝入送紙器中。複印一頁文件或打印一份報告，以確認您傳真機的打印功能是否正常。
一般打印品質欠佳	● 請務必選擇適用於傳真機中的感熱式打印機之紙張。建議您使用表面非常光滑的雷射品質紙張。您可使用複印紙，但打印品質有時會較差。
收到的文件頁面模糊。	● 要求對方以較高的對比度傳送文件。如果收到的文件之對比度仍然過低，則您的傳真機可能需要維修。複印一頁文件或打印一份報告，以確認您傳真機的打印功能是否正常。
收到的影像失真。	● 電話線路上的噪音可能導致影像失真。請對方重新嘗試傳送文件。 ● 印字頭可能很髒。請參閱第 90 頁的印字頭。 ● 在傳真機上複印一頁文件或打印一份報告。如果複印件或報告仍然失真，則您的傳真機可能需要維修。
收到的文件或打印出來的複印件上有條紋。	● 確保打印機槽蓋已完全合上（按下槽蓋的兩側）。
複印品質欠佳並／或出現黑點。	● 掃瞄鏡上的任何污漬或雜質，將導致複印件與傳真文件上出現黑點。請按第 90 頁所述清潔掃瞄鏡。
接收／複印中斷。	● 如果接收或複印工作已持續執行一段時間，則印字頭可能會過熱。請關閉電源以讓其冷卻。

電話答錄機的連接

問題	解決方法
電話答錄機的連接無法正常操作。	● 確保接收模式已設定爲 A.M.(電話答錄機)(請參閱第 59 頁)。 ● 確保傳眞機的 TEL.LINE(**電話線路**)插孔已連接至牆上插座。確保傳眞機的 TEL.SET(**電話設定**)插孔已連接至電話答錄機的電話線路插孔(不是電話答錄機的分機插孔)。 ● 確保電話答錄機的外出留言訊息不超過 10 秒。 ● 確保靜音偵測時間設定值已設定爲三或四秒(請參閱第 60 頁)。

一般問題

問題	解決方法
無法在傳眞機中設定資訊。	● 確保已插入傳眞機的電源插頭並已裝入膠卷與紙張。（如果未裝入膠卷與打印紙，則無法進行設定。）請參閱第 1 章中的裝入膠卷與裝入打印紙。
顯示幕上沒有顯示任何訊息。	● 確保電源線已正確插入電源插座。 ● 將其他電器裝置連接至該電源插座，以查看插座是否有電源。
在您按下任何鍵後，傳眞機沒有反應。	● 如果在您按下按鍵時，傳眞機沒有發出嗶聲，請拔下電源線並在數秒後再將其插入。
傳送或複印時無法自動送紙。	● 檢查文件的尺寸與重量（請參閱第 27 頁中的可傳送的文件）。
傳眞機中斷在分機上進行的語音來電。	● 如果已將接收模式設定爲 A.M.（電話答錄機），在語音來電過程中一有傳眞送入，則可能中斷語音來電。要防止按鍵式撥號的分機發生中斷情況，請在接聽後按下分機上的任何三個鍵（**註**：請勿輸入啓動傳眞接收的代碼）。
嘗試輪詢時無法接收。	● 確保還有紙張。 ● 確保傳送方傳眞機已設定爲自動接聽。 ● 如果傳送方傳眞機具有輪詢安全性功能，請確保已將傳眞號碼輸入傳眞機及傳送方傳眞機中。

訊息與訊號

顯示幕訊息

註：如果您已開啓來電識別功能，請參閱第 8 章中的來電識別，以獲得與來電識別相關的顯示幕訊息。

A.M. OFF HOOK（電話答錄機的聽筒未掛上）	在傳真機處於 A.M.（電話答錄機）接收模式時，如果拿起了連接至傳真機的電話答錄機（或分機）之聽筒，則此訊息會出現。
CHECK PAPER SIZE（檢查紙張大小）	供紙托架中裝入的紙張大小不正確。取出紙張，然後裝入 A4 尺寸的紙張。
COVER OPEN（槽蓋已打開）	打印槽蓋已打開。請合上槽蓋。
DOCUMENT JAMMED（文件被夾住）	正本文件發生夾紙狀況。請參閱下節的清除夾紙。
FAX RX IN MEMORY（傳真已接收至記憶體中）	傳真已接收至記憶體中，因爲需要更換膠卷、打印紙用完或發生夾紙狀況。在解決這些問題後，請按下 START（**開始**）鍵以打印出傳真。
FILM END（膠卷已用完）	可能需要更換膠卷。檢查膠卷，並在必要時更換。
FUNCTION MODE（功能模式）	FUNCTION（**功能**）鍵已啓動。
HOLD（暫停）	在通話期間按下了 HOLD/SEARCH（**暫停 / 搜尋**）鍵，使對方處於等候狀態。再次按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵以解除對方的等候狀態；或者，在開始時按下 HOLD/SEARCH（**暫停 / 搜尋**）鍵後將聽筒放在支架上，則您僅需拿起聽筒即可。
LINE ERROR（線路錯誤）	傳送或接收失敗。按下 STOP（**停止**）鍵以清除此訊息，然後重試。如果錯誤仍然存在，請參閱第 91 頁中的線路錯誤。

MEMORY IS FULL （記憶體已滿）	記憶體已滿。如果已接收的資料過多而傳真機又無法及時將其打印出來，那麼在接收傳真時可能會出現此訊息。如果傳真機無法打印傳真（一則附加訊息會指出該問題）而將傳真接收至記憶體中時，請解決此故障以繼續打印（請參閱第 53 頁中的替代接收至記憶體）。如果您嘗試透過記憶體進行傳送，請參閱第 76 頁中的如果記憶體已滿。
MEMORY PRINTING （記憶體打印）	傳真機正準備或正透過記憶體打印文件。
NO DATA（無資料）	如果您在尚未儲存任何自動撥號號碼的情況下嘗試搜尋這些號碼，則此訊息會出現。
NO # STORED（未儲存號碼）	您嘗試撥打或清除尚未設定的快速鍵或快速撥號號碼（即尚未為其指定完整的號碼）。
OFF HOOK（聽筒未掛上）	如果您在使用聽筒撥號與傳送傳真後忘記將其放回原處，則此訊息會出現。請將聽筒放回原處或按下 STOP（**停止**）鍵以清除此訊息。
ON HOOK DIAL（等待撥號）	您已按下 SPEAKER（**喇叭**）鍵，傳真機正等待您的撥號。
OUT OF PAPER（無紙）	打印紙已用完。如第 19 頁中的裝入打印紙所述裝入紙張。
OVER HEAT（過熱）	印字頭過熱。在它冷卻後即可繼續進行操作。
PAPER JAMMED（夾紙）	打印紙被夾住。請參閱下節的清除夾紙。
READY TO SEND（傳送就緒）	已裝入文件，傳真機正等待您開始傳真或複印。

RECALLING（重撥）	如果您在佔線或接收方傳真機無人接聽的情況下嘗試透過自動撥號傳送傳真，則此訊息會出現。傳真機將自動重新嘗試呼叫（請參閱第 41 頁）。
SEARCH DIAL（搜尋撥號）	您已按下 **HOLD/SEARCH**（**暫停 / 搜尋**）鍵。請按下 # 或 **∗** 以搜尋自動撥號號碼，或按下 **STOP**（**停止**）鍵以返回日期與時間顯示幕（請參閱第 40 中的搜尋自動撥號號碼）。
SET PAPER & / PRESS START KEY （裝入紙張並 / 按下 START〔開始〕鍵） （交替出現的訊息）	請檢查打印紙。如果托架是空的，請添加紙張，然後按下 **START**（**開始**）鍵。如果托架中仍有紙張，請確保紙張已正確裝入，然後按下 **START**（**開始**）鍵。
TOTAL PAGE(S) 01 （總頁數 01）	已傳送、接收或複印的頁數。

聲頻訊號

連續音頻	3 秒	表示傳送、接收或複印結束。
間歇音頻 （3 次嗶聲）	5 秒 （響 1 秒，停 1 秒）	表示傳送、接收或複印不完整。
快速的間歇音頻	35 秒 （響 0.7 秒，停 0.3 秒）	表示聽筒未掛上。

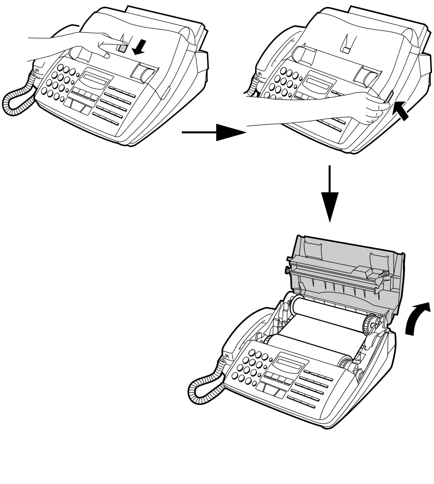
清除夾紙

清除夾住的文件

如果文件在傳送或複印時無法正確送入，或者顯示幕上出現 DOCUMENT JAMMED（文件被夾住）訊息，請先嘗試按下 START（**開始**）鍵。如果文件無法退出，請打開操作面板（握住「PANEL RELEASE」〔面板釋放裝置〕標記的前緣並向上拉動），然後將其輕輕拉出。

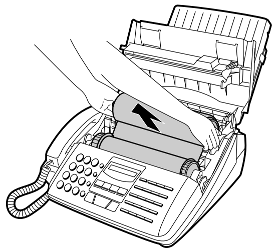
清除被夾住的打印紙

1 按下標記爲 OPEN（打開）的釋放裝置，並打開打印槽蓋。

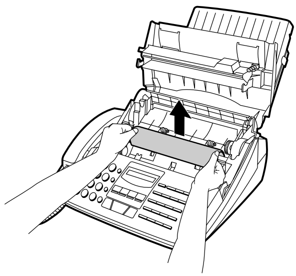


注意！印字頭（機架底層的金屬片）會將熱量傳至打印膠卷。如果剛剛打印過文件，則它可能會很熱。

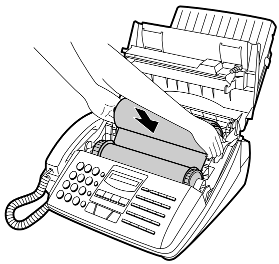
2 按下標記爲 OPEN（打開）的釋放裝置，並打開打印槽蓋。



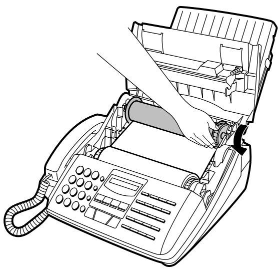
3 輕輕地從打印槽中拉出夾紙。



4 裝回膠卷，並確保凸緣插入打印槽左側的後插槽。另外，也請確保右側後齒輪與其下的齒輪嚙合。

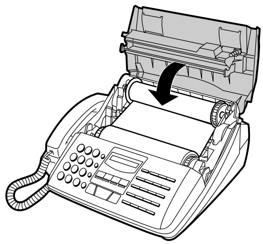


5 稍微捲回膠卷（轉動後捲軸右側的齒輪）以使膠卷不會過於鬆散。請確保膠卷兩邊均勻地捲回捲軸上。



6 合上打印槽蓋，並確保其卡入定位。

注意！
慢慢合上槽蓋以確保它不會夾到您的手指。



索引

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二劃

四劃

五劃

六劃

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八劃

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十一劃

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十四劃

十五劃

十六劃

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二十一劃

二十二劃

二十三劃

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